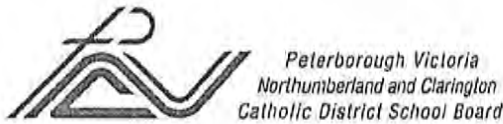


Proposed St. Mary Catholic Secondary School, Cobourg, Student  
Excursion to Los Angeles, California, USA, May 7-12, 2023.

**R.A.:** that the proposed St. Mary Catholic Secondary School Student Excursion to Los Angeles, California, from May 7-12, 2023, 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.

June 13, 2022

Administration



## CATEGORY 5 APPROVAL FORM

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

|  |   |
|--|---|
| Teacher/Organizer: Emily Brown                   | School: St. Mary CSS  |
| Adult Supervisors Attending: 5                   |   |
| Destination: Los Angeles, California, USA        | Mode of Transportation: Plane, Bus                                |
| Grade/Course: 11/12 ICT SHSM                     | Date of Submission: May 13, 2022                                  |
| Departure Date: Sunday, May 7, 2023              | Return Date: Friday, May 12, 2023                                 |
| Number of Students: 30                           | Number of Adult Supervisors: female: 2    male: 3                 |
| Name of Travel Agent: EF Educational Tours       | Type of Excursion:        x    Curricular        Co-instructional |
| Total cost to be paid by each Student: \$3939.00 |   |

**Summary of Proposed Activity:** Students will have an opportunity to experience and learn about the TV & Film industry by touring the Warner Bros. studio and famous Hollywood landmarks like Dolby Theatre, the Griffith Observatory and the Hollywood walk of Fame. They will gain an understanding of how changes in the entertainment industry open up new possibilities and opportunities for filmmakers. Students will participate in a workshop where they will learn about online distribution, how to produce their own content, and select the right story for their platform.

**Curricular Relevance:** (provide the overall expectations addressed)

- demonstrate an understanding of the core concepts, techniques, and skills required to produce a range of audio, video, broadcast journalism
- demonstrate an understanding of technical terminology, scientific concepts, and mathematical concepts used in audio and video production, broadcast journalism, and apply them to the creation of media products;
- demonstrate an understanding of social effects and issues arising from the use of communications media technologies and the importance of respecting cultural and societal diversity in the production of media projects.
- Identify careers in audio and video production, broadcast journalism, and describe the skills, work habits, education, and training required for entry into employment in these fields.

| Estimated Cost for Entire Group: |                              | Anticipated Sources of Revenue:             |                    |
|----------------------------------|------------------------------|---|--------------------|
| Accommodation                    | \$3939.00                    | School Accounts                             | \$                 |
| Travel                           | \$                           | School Fund-raising                         | \$                 |
| Cost of Supply Teachers          | \$                           | Student/Parent share                        | \$3939 per student |
| Meals                            | \$                           | Other:                                      | \$                 |
| Programs/Materials               | \$                           | Other: Teacher contributions, if applicable | \$                 |
| Other                            | \$See educational tour quote |   |                    |
| <b>Total</b>                     | <b>\$118,170</b>             | <b>Total</b>                                | <b>\$118,170</b>   |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)<br><input type="checkbox"/> Contract Information - <b>Forthcoming</b><br><input checked="" type="checkbox"/> Additional Medical Coverage needs considered<br><input type="checkbox"/> History of Excursion – number of years: 0____<br><input type="checkbox"/> Certification required by staff attending: N/A_____<br><input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Information and consent letter to parents<br><input type="checkbox"/> Liability waivers signed - <b>Forthcoming</b><br><input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 1:6<br><input checked="" type="checkbox"/> List of destination/emergency phone numbers provided<br><input type="checkbox"/> Passports (if required) - <b>Forthcoming</b> |
|---|--|

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

*Emily Ben*  
Teacher Signature

*J. Gletter*  
Principal Signature

*Michael Scott*  
Superintendent Signature

May 16 2023

May 6 22

May 31 2022

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

Dear Mrs. Piggott,

Enclosed is a proposal for the St. Mary's Secondary School ICT SHSM tour of Hollywood, California from May 7 to May 12, 2023. Please review the proposal as submitted for approval at the next Regular Board Meeting.

This will be the first time for such a trip and will focus largely on the TV and Film Industry as well as the history of Hollywood. Students will tour Warner Bros Studio, and significant landmarks like the Hollywood Walk of Fame, Dolby Theatre and the Griffiths Museum. Students will participate in an Exploring New Media workshop where they will gain an understanding of how changes in the entertainment industry are opening new possibilities for filmmakers. They will also learn about online distribution, how to produce their own content, and select the right story for their platform.

Our intent is to present the trip to students immediately upon approval so that they have adequate time to prepare financially. If you have any questions or require additional information you may contact me at [embrown@pvnccdsb.on.ca](mailto:embrown@pvnccdsb.on.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'Emily Brown', with a long horizontal flourish extending to the right.

Emily Brown  
ICT SHSM Lead



## SMCSS LA Trip - Additional Information

1 message

**Emily Brown** <embrown@pvnccdsb.on.ca>  
To: Jennifer Hardy <jhardy@pvnccdsb.on.ca>

Tue, May 31, 2022 at 11:16 AM

Hi,

Here is the additional information you were looking for:

A virtual parent meeting is set for Tuesday, June 7th at 6pm.


I have attached copies of:

- Release and Indemnification Form
- Student Code of Conduct
- Student Excursion Parental Consent form

Disneyland:

I have attached an itinerary for the day at Disneyland along with a description of the workshop.

I'm not sure how much detail is needed - let me know if I need to have a more specific breakdown - like the parts of the park we will visit, etc.

 **Disney Day Itinerary (1).pdf**

At Disneyland students will be broken into small groups (6-7 per groups) and assigned a chaperone. Small groups will travel together exploring the park.


Students will gather together for a workshop - time to be determined.

At 5pm students will have dinner in the park.

Students continue to explore the park in small groups accompanied by a chaperone.

9pm Return to the hotel.

I have also attached an itinerary that is more specific to our trip - with the workshops we will be doing.

 **LCM Emily Brown 2023 (2).pdf**

As well, I have attached new pricing - they had March as the date for travel and we wanted May.

| NUMBER OF PAYING TRAVELERS | PRICE PER STUDENT | PRICE PER ADULT |
|----------------------------|-------------------|-----------------|
| 20 - 24                    | \$4,059           | \$4,399         |
| 25 - 29                    | \$3,949           | \$4,289         |
| 30 - 34                    | \$3,839           | \$4,179         |

I think that is everything, please let me know if there is anything that I missed.

## **Release and Indemnification Form**

Lights, Camera Los Angeles Trip

### **NOTE TO PARENTS AND STUDENTS**

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Los Angeles through EF Educational Tours during the period of

May 7th, 2023 to May 12th, 2023

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

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

I \_\_\_\_\_, as legal guardian, understand and accept the above and provide the PVNCCDSB (St. Mary CSS) with the following waiver of liability and indemnification agreement.

I \_\_\_\_\_, as legal guardian, hereby release the PVNCCDSB (St. Mary CSS) and its staff and agents from any and all liability for any injury sustained by my child, regardless of how caused, resulting from their participation in the "Lights, Camera Los Angeles" trip arranged through PVNCCDSB (St. Mary CSS) during the above dates.

I \_\_\_\_\_, as legal guardian, I give the teachers in charge of this trip, as well as agents of EF EDUCATIONAL TOURS, 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 CSS) 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 TRIP TO LOS ANGELES, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)



## **STUDENT CODE OF CONDUCT**

**The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Los Angeles through EF Educational Tours during the period of**

**May 7th, 2023 to May 12th, 2023**

### **READ THE FOLLOWING WITH A PARENT/GUARDIAN**

I, \_\_\_\_\_, as a student participating in this excursion, agree to cooperate fully with the supervisors of this trip and agents of EF EDUCATIONAL TOURS, by:

- Not putting myself or the group at risk at any time (including theft, vandalism, ignorance of the law... )
- I will not wander from the group or "pair off" but will join with 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.
- I will 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-medical 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 cost.

---

(Student Signature)

---

(Date)

## STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for \_\_\_\_\_  
to participate on the Los Angeles trip from May 7th, 2023 to May 12th, 2023.

### SUMMARY OF THE TRIP:

The 6 day excursion is outlined in the itinerary provided.

### I UNDERSTAND THAT:

- Students are responsible for meeting at St. Mary CSS at the designated time on or about May 7th, 2023; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back in Canada; and arranging their own transportation back home on or about May 12, 2023 upon arrival back at the school. There will be an additional cost for this bus and transportation, to be collected closer to the travel date.
- I will be responsible for transporting my son/daughter to/from St. Mary CSS at the appropriate times.
- All students must purchase Payment Protection Program: Plus through EF Tours. at \$195
- All students must purchase medical insurance. Medical insurance may be purchased separately or through EF Tours
- Students will provide their own dinners/snacks for flights and money for lunches.
- An additional fee will be collected by Ms. Brown to cover gratuities for tour guides and bus drivers. This amount is based on standard practice as recommended by EF Educational Tours

\*\*\*Please contact EF Educational Tours at [eftours.ca](http://eftours.ca) tour number 2549863KU Tour consultant LISA WILLIS [lisa.willis@ef.com](mailto:lisa.willis@ef.com) for information on cancellation/refund policies.

- Group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.
- My son/daughter is expected to participate in all activities.
- My son/daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Ms. E. Brown and Mr. J. Kightley as my agent's to engage medical attention or hospitalization should the need arise.

---

(Parent/Guardian Signature)

---

(Date)



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The St. Mary CSS <sup>(name of school)</sup> is arranging  
Lights, Camera, Los Angeles, trip to LA for ICT SHSM students, May 7 -12, 2023  
<sup>(description of activity and dates)</sup>

**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 LA Trip 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 travel activities <sup>(describe activity)</sup>:

1. Travel - flight and busing
2. Walking tours of tourist areas
3. Visit to theme park - Disneyland

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 LA Trip on May 7th, 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 \_\_\_\_\_  
<sup>(name of student)</sup> <sup>(description of activity)</sup>  
to be held on or about \_\_\_\_\_  
<sup>(date)</sup>

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **SMCSS Lights, Camera Los Angeles Trip**

May, 2023

6 Days

Los Angeles, California

### **EF Educational Tours**

Our Tour site - <https://www.eftours.ca/tour-website/2549863KU>

Jacquelyn McColl - 1-800-387-1460 - [jacquelyn.mccoll@ef.com](mailto:jacquelyn.mccoll@ef.com)

### **Supervisors Contact Info.**

Emily Brown - [embrown@pvnccdsb.on.ca](mailto:embrown@pvnccdsb.on.ca) - 705-740-5594

Joel Kightley - [jkightley@pvnccdsb.on.ca](mailto:jkightley@pvnccdsb.on.ca) - 705-957-2798

Tammy Smith - [tsmith@pvnccdsb.on.ca](mailto:tsmith@pvnccdsb.on.ca) - 905-373-6541

### **All Participants must submit:**

- Informed Consent/permission form
- Photocopy of valid passport
- Proof of medical Insurance





EDUCATIONAL  
TOURS

# Your Price Quote

Lights, Camera, Los Angeles!

Prepared For  
Emily Brown

Prepared On  
May 3, 2022

Your Tour Number  
2549863KU

Your Tour Website  
www.ef-tours.ca/2549863KU

## Total Price

Based on a private tour of 30 - 34 paying travellers  
Price valid for travellers enrolled May 3, 2022 - May 31, 2022

Student  
**\$3,939**

or \$416 / 9 mos

Adult  
**\$4,279**

or \$454 / 9 mos

### Student Price Breakdown

|                                    |         |
|------------------------------------|---------|
| Program Price                      | \$3,445 |
| Private Group (30-34 paying)       | \$75    |
| Peace of Mind                      | FREE    |
| Global Travel Protection Plan      | \$149   |
| NoHo Workshop: Exploring New Media | \$75    |
| Payment Protection Program - Plus  | \$195   |

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation. Students, travelers under age 20, will be roomed in triples or quads.

Program Price valid for today. Program price includes HST/GST where applicable, (domestic tours only), departure taxes, and airport fees. Please call 1-800-387-1460 for more information. To view EF's Booking Conditions, visit [ef-tours.ca/bc](http://ef-tours.ca/bc) which outline full price inclusions, payment schedule, cancellation, and refund policies.

\* Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation.

\* We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Travellers may also purchase the Global Travel Protection Plan. Please visit [ef-tours.ca/coverago](http://ef-tours.ca/coverago) for complete terms, conditions and exclusions by referring to the Chubb Certificate of Insurance. If you are a resident of Quebec, you may only purchase this plan if travelling on an international tour. Please review the Summary prior to purchase.

Itinerary shown is for 2022 travel. (Itineraries are subject to change biannually, please call for more details.)

EF Educational Tours is registered with TICO (International registration #2395658, domestic registration #50018780) Consumer Protection BC (International registration #73991, domestic registration #73990) and a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732). For residents of Quebec; Effective November 1, 2021, contribution to Travel Agent Compensation Fund (FICAV) of \$3.50 per \$1000 is included in the Program Price. Find out more at [ficav.gouv.qc.ca/en](http://ficav.gouv.qc.ca/en).



## Your travel details

Total Length  
6 days

Departing From  
Toronto (ON)

Requested Travel Dates  
Thursday, March 9, 2023 - Tuesday, March 14, 2023

### Your Departure Date Range

☐ Earliest  
Tue, Mar. 7

☒ Requested  
Thu, Mar. 9

☐ Latest  
Sat, Mar. 11

## Everything you get

### Tour Inclusion

Round trip economy class flights, hotels with private baths roomed in triples or quads, breakfasts and dinners (see your itinerary for meal details), on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.ef-tours.ca/2549863KU](http://www.ef-tours.ca/2549863KU).

### Full-time Tour Director

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

### Expert Local Guides

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

### Customary gratuities

To make things even easier we've included all tips to show appreciation to your Tour Director, local guides, and bus driver at the end of your tour.

### Overnight security

Safety is our number one priority. That's why we've included professional security on watch nightly at your hotel.

### Personalized Learning Support

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

### Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

### 24-hour Emergency Service

Travellers and their families can count on EF's dedicated emergency service team.

### Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

## Your Tour Consultant



Jacquelyn McCall  
1-800-387-1460  
[jacquelyn.mccall@ef.com](mailto:jacquelyn.mccall@ef.com)

Thank you for visiting. Have a question or need assistance? Kindly click here:



# Enjoy worry-free wandering

We're doing everything we can to make planning for the future as risk-free as possible. We offer affordable insurance coverage and Payment Protection that you can add to your tour and provide additional protection programs that are included for no additional fee.

---



## Risk-Free Enrolment Period (Provided to all groups)

Travellers who enrol or enrolled on an EF Educational Tour no later than 150 days prior to tour departure date, will have the option to cancel their tour for any reason by 150 days prior to tour departure date, for a full refund of 100% of the money paid to EF, including the \$199 non-refundable deposit and the cost of the Global Travel Protection Plan. To be eligible, the traveller must be enrolling or enrolled on a tour with a scheduled departure date between October 1, 2022, and September 30, 2023. Travellers' accounts must be in good financial standing with all payments up to date at the time of cancellation to remain eligible. To ensure the account is in good financial standing, we highly recommend enrolling on our Automatic Payment Plan (or making a payment in full at the time of enrolment). Travellers that enrol or enrolled on a tour for this travel period using a Future Travel Voucher will receive the refund in the form of a Future Travel Voucher that will expire on September 30, 2023.

### The details:

- You must be travelling between October 1, 2022 and September 30, 2023
  - Your account must be in good financial standing with all payments up to date
  - To ensure your account is in good financial standing, we highly recommend enrolling on our [Automatic Payment Plan](#) (or making a payment in full at the time of enrolment)
  - If you enrolled on a tour for this travel period using a Future Travel Voucher, you will receive your refund in the form of a Future Travel Voucher that will expire on September 30th, 2023
- 



## Peace of Mind Program (Provided to all groups)

This year made it pretty clear: Travel plans can change in a snap due to unforeseen circumstances. We want you to feel confident in sending your child on tour and feel good about the investment you've made—that's why we provide EF's exclusive Peace of Mind Program.

You can feel secure planning your group trip in the event that COVID-19 is a continued threat at the time of your scheduled tour.

## Here's how it works:

### You're 45 days (or more) from departure



#### The details:

- Your group can change current travel dates
- Your group can work with EF to modify your current tour or find a brand new tour!
- Your group can cancel the tour and all travellers will receive an [EF Future Travel Voucher](#)
- We also have options for individual travellers—to learn what's available to you please call Traveller Support at 1-800-263-2806.

### Your departure date is less than 45 days away



Note: If a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is issued for any country, region of a country, or Canadian province on your itinerary, or prohibits travellers from your region from entering, your group may still choose any of the above options.



## EF COVID Care Promise (Provided to all groups who travel from October 1, 2021 to September 30, 2022)

If any EF traveller is exposed to COVID-19 while on tour, we will:

- Provide EF representatives to support them throughout any quarantine period
- Provide translation services and help connect to local healthcare providers
- Facilitate communication with the traveller's family back home
- Secure a comfortable and safe quarantine location, working with local authorities as necessary
- Book flights home at no incremental cost when the traveller is cleared to fly by the airline
- Fly a parent or guardian to the tour location if necessary

For more information, read more about our [coverage and policy flexibility](#).





## Lights, Camera, Los Angeles!

Designed by Emily Brown | 6 Days | March 2023

The experience of a lifetime is waiting for you. Every detail from the cities you'll stay in to the cultural discoveries you'll make have been customized by your teacher for your group. Take a look at your personal itinerary for a sneak peek of what's in store.

### Included on tour



Round-trip flights on major carriers; full-time Tour Director; project-based learning program, EF's personalized learning experience; hotels with private bathrooms; breakfast and dinner daily.

**Sightseeing:** Los Angeles

**Entrances:** Dolby Theatre Tour (formerly Kodak Theatre), Madame Tussauds Wax Museum, Griffith Observatory GRAMMY Museum and Workshop, Warner Brothers Studio Tour NoHo Walking Tour, Dinner, and Theater Experience, Exploring New Media Workshop Universal Studios, Disneyland 1-Day Park Hopper with Imagination Campus Program, Getty Museum

**Overnights:** Los Angeles (5)

### NOT INCLUDED ON TOUR:

Optional excursions; Insurance coverage; Beverages and lunches; Transportation to free-time activities; Porterage; Adult supplement (if applicable); Weekend supplement; Any applicable baggage-handling fee imposed by the airlines; High-Season Surcharge; Single-Date Departure Supplement; Expenses caused by airline rescheduling, cancellations or delays caused by the airlines; bad weather or other events beyond EF's control; Passports, visa and reciprocity fees.





# Your Itinerary

## Day 1: Los Angeles

### Arrive at your Destination and Meet your Tour Director at the Airport

#### Explore Venice Beach and the Santa Monica Pier

Take some time to explore the amazing sights of Venice Beach, home to one of L.A.'s most diverse cross-sections. A short walk along the boardwalk reveals everything from palm readers and weightlifters to in-line skaters and magicians.

#### Overnight in Los Angeles area

#### Professional Overnight Security in Los Angeles area (10pm – 5am)

## Day 2: Los Angeles

#### Guided Sightseeing of Los Angeles

Get a firsthand look at the diverse cultural history of this intriguing city. Begin with a stop at the Hollywood Bowl, where you'll see what might be the area's most recognizable sight—the Hollywood sign. A drive down Hollywood Boulevard takes you past Grauman's Chinese Theatre, Hollywood's legendary landmark. The site of countless movie premieres, the theater casts its shadow over the concrete handprints and footprints of Hollywood luminaries such as Marilyn Monroe, Frank Sinatra and Humphrey Bogart. Pass Hollywood Boulevard and see more of the Hollywood-Highland Center. Once home to the famed Hollywood Hotel, the center is now a destination filled with theaters, shops, grand event spaces and broadcast studios. Head down Sunset Boulevard and then see Rodeo Drive, the essence of Beverly Hills' glamour and wealth. Your next stop is Melrose Avenue, which also boasts many fine shops and restaurants, but its most famous landmark is most likely Paramount Studios. After traveling through some of the poshest highlights, you'll see a different side of the area at the La Brea Tar Pits. Find out what this area was like during the last Ice Age and see one of the world's most extensive and diverse collections of fossils. Finish your tour at the Farmer's Market, where you'll have a chance to browse through the stalls of this open-air marketplace.

#### Free Time at the Farmers Market

Enjoy some time to yourself to further explore Farmer's Market- you might even catch a glimpse of a star mingling among the tourists.

#### Dolby Theatre Tour (formerly Kodak Theatre)

Experience all of the renowned elegance and celebrity glamour that the Home of the Academy Awards has to offer!

#### Madame Tussauds Wax Museum

Hollywood is home to movie stars, famous directors and pop stars from all over the world. You'll be awed by the realistic wax figures at the famed Madame Tussauds. Have your picture taken with the likes of Jennifer Lopez and Johnny Depp, or step back in time for a souvenir of you with Clarke Gable, James Dean, Marlene Dietrich or Audrey Hepburn. You might just bump into Justin Timberlake too.

#### Griffith Observatory

Los Angeles has plenty of stars, but Griffith J. Griffith specified in his will he wanted to create a space observatory because he believed astronomy and observation could alter perspectives and improve people's lives. The Griffith Observatory is home to a premier telescope specially built for public use. And visitors can encounter the wonders of space through numerous indoor and outdoor exhibits, such as the largest astronomical image in the world, rare & fascinating meteorites, and the beloved Tesla Coil.

#### Overnight in Los Angeles area

#### Professional Overnight Security in Los Angeles area (10pm – 5am)

## Day 3: Los Angeles

#### GRAMMY Museum and Workshop

#### Warner Brothers Studio Tour

Explore the world's busiest television and motion-picture studio. Every two-hour tour is different as the guides take you to where the action is—maybe you'll walk through racks of costumes for your favorite sitcom, watch a set being constructed or learn how sound effects are created. Keep your eyes open for the stars!

#### NoHo Walking Tour, Dinner, and Theater Experience

Get to know NoHo on this exciting excursion. NoHo is the North Hollywood arts area. Our walking tour takes you past several famous theaters, as well as dance and television studios. Go behind the scenes and meet with choreographers, producers, directors, actors and dancers. Then, top off the night with a delicious dinner in one of NoHo's outdoor restaurants. And that's a wrap!

#### Overnight in Los Angeles area

#### Professional Overnight Security in Los Angeles area (10pm – 5am)

## Day 4: Los Angeles

#### Exploring New Media Workshop

Understand how changes in the entertainment industry open up new possibilities and opportunities for filmmakers. Learn about online distribution, how to produce your own content, and selecting the right story for your platform.



# Your Itinerary

## Universal Studios

Having made movies for over 85 years, Universal Studios now offers you your own behind-the-scenes experience to see how movies are made. Step onto actual movie sets during the studio tour and learn the secrets of Universal's biggest blockbusters in the exciting Special Effect Stages. And, for our adventurous travelers, brave one of the park's movie-based rides, such as Jurassic Park ... The Ride® or Shrek 4-D™.

## Dinner at Universal CityWalk

Tonight enjoy dinner at Universal CityWalk, sure to excite any visitor with its bustling atmosphere and variety of shops, theaters and attractions.

## Overnight in Los Angeles area

**Professional Overnight Security in Los Angeles area (10pm – 5am)**

## Day 5: Los Angeles

### Disneyland 1-Day Park Hopper with Imagination Campus Program

Enter a magical kingdom where you can sail with pirates, explore exotic jungles, meet fairy-tale princesses, dive under the ocean, and rocket through the stars at Disneyland Resort! Enjoy same-day admission to both Disneyland Park and Disney California Adventure Park with your 1-Day Park Hopper ticket. You will also participate in a Disney Youth Education Series program during the course of your stay.

## Dinner at Disneyland

Enjoy your evening meal at Disneyland.

## Overnight in Los Angeles area

**Professional Overnight Security in Los Angeles area (10pm – 5am)**

## Day 6: Los Angeles | Depart for home

## Getty Museum

Explore carefully sculpted gardens surrounding the building with permanent works by artists such as Monet, Delacroix, Titian, Cézanne, and Gainsborough.

## Dinner Included

Your Tour Director distributes \$10 each for your flight home.

## Transfer to the airport for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

Itinerary is subject to change

**For complete financial and registration details, please refer to the Booking Conditions at [www.eftours.ca/bc](http://www.eftours.ca/bc).**





— The easiest ways to —  
**ENROL TODAY**



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[eftours.ca/enrol](http://eftours.ca/enrol)



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



**Mail your Enrolment Form to:**  
 EF Educational Tours  
 80 Bloor Street West, 16th Floor  
 Toronto, ON M5S 2V1

*The first milestone on any trip is watching students and adults who have never flown during their first take off. I usually film the new flyer's. By the time we get to the first stop they're strutting through the airport like seasoned travellers. It's fun watching that confidence being built as they learn to navigate through new experiences*

—Rachel K, Group Leader



## THE WORLD LEADER IN INTERNATIONAL EDUCATION

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

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



# Your Itinerary

## Day 5: Los Angeles

### Disneyland 1-Day Park Hopper with Imagination Campus Program

Enter a magical kingdom where you can sail with pirates, explore exotic jungles, meet fairy-tale princesses, dive under the ocean, and rocket through the stars at Disneyland Resort! Enjoy same-day admission to both Disneyland Park and Disney California Adventure Park with your 1-Day Park Hopper ticket. You will also participate in a Disney Youth Education Series program during the course of your stay.

### Dinner at Disneyland

Enjoy your evening meal at Disneyland.

### Overnight in Los Angeles area

**Professional Overnight Security in Los Angeles area (10pm – 5am)**

## Day 5: Los Angeles

**08:00-09:00: Breakfast in Hotel or Local Restaurant**

**09:00-10:00: Transfer to Disneyland and Check In.**

### 10:00-16:00: Disneyland 1-Day Park Hopper with Imagination Campus Program

Enjoy same-day admission to both Disneyland Park and Disney California Adventure Park with your 1-Day Park Hopper ticket. You will also participate in a Disney Youth Education Series program during the course of your stay.

During the course of your day, passengers will be able to make use of Disney's courtesy shuttles between parks.

### Disney's Youth Educational Series (YES Program) – Timing Based on Park Availability

Practice teamwork, critical thinking, and problem-solving skills as your group participates in one-of-a-kind moments that use the magic of Disney to make learning even more impactful.

### Example: Leadership & Innovation: Leadership the Disney Way

In this course participants explore the importance of Disney's 5 Keys of Excellence that guide Disney Cast Members in everything they do. Participants will be challenged through a variety of experiences focusing on effective communication and critical thinking. Through hands-on learning and problem-solving scenarios, participants will experience the real-world application of these principles as they interact with Disney leaders and discover their own personal leadership style.

### Example: Leadership & Innovation: Teamwork the Disney Way

At Disney, our success and our legacy have always hinged on highly effective teams who are motivated toward a common goal. This spirit of shared vision and teamwork can be observed throughout The Walt Disney Company, and in every aspect of our Disney theme parks. In this experience participants learn the Disney philosophy and strategies behind high performing teams. They'll experience first-hand how collaboration and openness enable teams to overcome obstacles and achieve the ultimate goal...making magic for our Guests every day.

**17:00-17:30: Tour Director Distributes Meal Voucher to be Used at Participating Disney Restaurants**

**21:00: Depart Disneyland and Return to your Accommodations in the Los Angeles**



# International Travel Program Proposal

St. Mary Catholic Secondary School / Emily Brown



Lights, Camera, Los Angeles - Spring 2023

[eftours.ca/](http://eftours.ca/)



# Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travellers. With all that taken care of, educators, travellers and parents can focus on the bigger picture.

You'll find all the details and more on the next few pages.

## What's contained in this document

|        |                                  |
|--------|----------------------------------|
| Pg. 2  | <b>Safety</b>                    |
| Pg. 4  | <b>Liability protection</b>      |
| Pg. 6  | <b>Affordability</b>             |
| Pg. 7  | <b>Our Global Learning Model</b> |
| Pg. 9  | <b>Itinerary specifics</b>       |
| Pg. 10 | <b>Cost and payment options</b>  |
| Pg. 11 | <b>Sample hotels</b>             |
| Pg. 12 | <b>Sample meals</b>              |
| Pg. 13 | <b>Next steps</b>                |

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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# Safety

Your students' safety is our number one priority. We would never send a traveller to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with Canadian and international authorities, that's a statement we can back up with real insight.

We follow travel restrictions worldwide and it is EF's policy that we will never operate any tour to a destination which is under an active "Avoid All Travel" Government of Canada Travel Warning. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we've seen it all and we have the resources to handle it. In other words, whatever happens, we're ready.

**\*For specific information on EF's response to COVID-19, visit [eftours.ca/health-and-safety](https://www.eftours.ca/health-and-safety)**

## Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

## 24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travellers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

## Your team

This group is fully committed to your school's trip and the safety of every traveller.

*Operations Safety & Incident Response Team* – This team is strategically based in our Toronto, Boston, Panama, Tokyo, Zurich, and Sydney offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travellers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

*Emergency Services & Support Team* – Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travellers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Montreal, Toronto, and Vancouver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

*Tour Director* – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travellers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also

culturally connected and expertly trained to support impactful learning experiences.

*Tour Consultant* – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

*Traveller Support* – Our team of support specialists are readily available to help students and families prepare for travel as well as answer questions about payment plans, food allergy issues, and any other topics that arise.

*Chaperones* – EF provides a free Chaperone spot on your tour for every 6-10 students that register (your exact student to chaperone ratio is your choice!). Chaperone places are provided to assist Group Leaders with supervision of students to help keep them safe. Who you designate as a chaperone is your choice!



# Protection for travellers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travellers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

## General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travellers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

## Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in Canada and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

### *Peace of Mind Program*

#### *Provided to all groups*

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

### *COVID Care Promise*

#### *Provided to all groups*

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.



## Protection for individual travellers

Travellers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and EF Payment Protection Program.

### *Global Travel Protection Plan*

#### *Available to all travellers*

Designed specifically with EF travellers in mind, this plan provides both pre-departure and post-departure insurance benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

### *Payment Protection Program*

#### *Available to all travellers*

To further protect your investment from the unexpected, individuals can add Payment Protection to their account up to 30 days after enrolment. It allows travellers to receive an enhanced refund in the event of a group cancellation for a specified reason that occurs beyond the window of our Peace of Mind Program—between 1 and 44 days before departure.

## Background checks for adult travellers

EF reserves the right to conduct a background check on all adult travellers (20 years and older) prior to travel. This provides a safer tour experience for all travellers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travellers while on tour. Background checks are fully funded by EF and are at no cost to your school.

# Affordability

**We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travellers multiple resources for managing payments.**

**Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.**

## Resources for managing cost and payments

*Automatic Payment Plan* – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travellers can enroll for only \$199, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

*Personal Donation pages* – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

*Early Enrolment Discounts:* Students who enroll prior to 365 days before their tour date are eligible to receive an "Early Enrollment Discount" and lock in the lowest price.



## Our Global Learning Model

### About EF

Founded in Sweden in 1965, EF has built itself on a foundation of education for the past 55+ years. EF has helped millions of people see new places, experience different cultures, and discover things about themselves and the world. Our experiential, educational tours are designed to spark curiosity, confidence, and awareness, and have always been guided by our mission of **Opening the World Through Education.**

### Travel is for everybody

Everyone should experience the life-changing impact of educational travel. That's why we're driven by our vision for Diversity, Equity, Inclusion, and Belonging (DEIB). We're constantly growing, learning, and reflecting—just like our travellers do—so we can increase access to our programming for all, while committing to expanding who we work with and the perspectives we celebrate on our tours.

### Our educational philosophy

Preparing students for *the* future and *their* futures

We're an education company first. Experiential travel is simply how we bring learning to life. That's why we design each of our physical journeys to spark even more powerful personal ones—helping students learn more about the world, themselves, and the impact they can make in the world.

EF tours amplify the lessons educators teach in the classroom by enabling hands-on, real-world experiences that open students' minds and encourage them to become more well-rounded. Our programs, backed by research and designed with travel-based learning outcomes in mind, help students emerge from tour with a unique perspective.

Each traveller gains something different when they travel with us—whether that's newfound confidence or a greater sense of empathy that inspires them to have deeper conversations in their own communities. However, one thing remains the same: students return home with accelerated potential to take on the world and dive into ever-expanding growth.

Every EF program features four types of travel-based educational pillars that inform our tour design. We've consulted with educators and school administrators across Canada to make sure these pillars connect to classroom learnings and support the development of travellers through connection, reflection, and action.



## Educational outcomes

*The four pillars of our tours*



### **Growth Mindset**

Travellers will learn to embrace new opportunities and challenges with an open mind

They will:

- ✓ Expand their sense of wonder, curiosity, and creativity
- ✓ Participate in new and authentic experiences
- ✓ Become more adaptable and flexible while embracing challenges

### **Global Perspective**

Travellers will understand the value of building global awareness by engaging with other cultures.

They will:

- ✓ Reflect on similarities and differences through cross-cultural connections
- ✓ Broaden their worldview while exploring cultural customs, beliefs, and languages
- ✓ Engage with cultural, social, ethical, and environmental matters as world citizens

### **Personal Development**

Travellers will develop both personal and interpersonal skills through self-reflection when they expand their horizons abroad

They will:

- ✓ Increase their independence, confidence, empathy, and self-awareness
- ✓ Practice critical thinking skills and increase their problem-solving abilities
- ✓ Learn to engage with peers, educators, and local communities in a global context

### **Inspiration & Action**

Travellers will be prompted to consider their impact and influence in an ever-changing world.

They will:

- ✓ Connect their experiences to their classroom and broader community
- ✓ Consider initiating change and advocating for causes they're passionate about
- ✓ Be inspired to apply their newfound capabilities and expanded viewpoints to their own lives

## Key learning opportunities

### *How we achieve our educational outcomes on tour*

Inspired by our mission of Opening the World Through Education, we create travel experiences that change people's lives. We help learners prepare for the future by teaching them more about the world, themselves, and themselves in the world. Each tour includes these four key opportunities that help foster global competencies in every traveller, making an impact on students for decades to come.

#### **Cultural engagement**

By connecting with locals and the broader community, our programs offer meaningful, authentic experiences that help travellers develop new perspectives while immersed in a different culture.

#### **Guided learning**

From participating in guided sightseeing to interactive discussions, our programs emphasize deep, intentional learning and development facilitated by local experts who help bring learning to life.

#### **Active learning**

Our itineraries are designed to ignite curiosity and creativity through hands-on experiences. Whether it's navigating a new city, ordering lunch in a different language, or taking part in an environmental restoration project, we introduce travellers to new opportunities, concepts, and perspectives that apply skills to the real world and promote critical thinking.

#### **Independent discovery**

Safe and structured time to explore is just as important as group participation. Our tours foster independence and self-knowledge, so travellers develop a sense of responsibility while becoming more aware of themselves in the world.



# Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travellers are accustomed to in Canada.

Here are some examples of hotels students might stay in on tour:

**Courtyard by Marriott Monrovia LAX**

700 W Huntington Dr, Monrovia, CA 91016, United States

**DoubleTree Los Angeles Norwalk**

13111 Sycamore Dr, Norwalk, CA 90650, United States

**Springhill Suites by Marriott LAX**

14620 Aviation Blvd, Hawthorne, CA 90250, United States

# Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of what travellers can expect at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.



Los Angeles: Sample Meals  
Burger, fries and salad  
Pizza, salad and fruit juice





## Global Travel Protection Plan\* (Individual Coverage)

EF's recommended coverage plans let you explore the world worry-free. EF offers a Global Travel Protection Plan that gives you all the coverage below at one great price. With this plan, you are covered wherever you are in the world and have access to Insurance representatives 24 hours a day. All your plan details are kept with your Tour Director while on tour, so you can relax and enjoy your trip.

### International tour \$199

- ✓ Illness and Accident Coverage
- ✓ Baggage and Property Coverage
- ✓ Tour Cancellation and Interruption Coverage
- ✓ 24-hour Emergency Assistance

Note: There are similar products available on the market, so EF travellers may wish to look at other insurance options to protect their investments.

\*The Global Travel Protection Plan is underwritten by Chubb Insurance Company of Canada. For complete terms, conditions and exclusions, please refer to the Chubb Certificate of Insurance, which may be obtained by visiting [effours.ca/coverage](http://effours.ca/coverage)



## Payment Protection Program (Individual Coverage)

We understand that plans can change due to unforeseen circumstances. That's why we provide the EF-exclusive Payment Protection Program.

Available at two affordable levels, in addition to the Global Travel Protection Plan individuals can add Payment Protection to their account up to 30 days after enrolment. It allows travellers to receive an enhanced refund in the event of a group cancellation for a specified reason that occurs between 1 and 44 days before departure.

### Standard: \$49

Receive an 85% refund less the initial \$199 deposit and any other non-refundable fees\*

### Plus: \$195

Receive an 100% refund less the initial \$199 deposit and any other non-refundable fees\*

\* Non-refundable fees include: The cost of the Global Travel Protection Plan and the Payment Protection Program as well as any other non-refundable fees.

#### The details:

- Add this coverage to your account up to 30 days after enrolment
- In order to qualify for Payment Protection, the Group Leader must be cancelling the tour on behalf of the entire group
- To view reasons for cancellation, visit our [Help Centre](#)

# How I can help with next steps

My name is Jacquelyn McColl and I am St. Mary Catholic Secondary School's dedicated Tour Consultant. That means I'll be working with Emily every step of the way to make sure everything is perfectly planned.

As we move forward in this process, here are some next steps to keep in mind:

## **Getting the word out to students:**

This can be through posters, announcements, email, or flyers. I will be able to create and provide all the materials we choose together to make sure every student has an equal opportunity in being part of the trip.

## **Hosting a parent information meeting:**

I will also be able to provide presentation materials and help in hosting a virtual or in-person parent meeting based on the requirements and comfort level of your school.

## **Getting ready to say Bon Voyage!**

From now until the students return from the trip, I will be your go-to person for everything students travel related. We will continue to be in touch as we go through all of the steps necessary in preparing to see students travel including pre-departure info sessions and keeping everyone up-to-date on global travel regulations.



I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,  
Jacquelyn McColl  
Tour Consultant  
647 - 259 - 1409  
[jacquelyn.mccoll@ef.com](mailto:jacquelyn.mccoll@ef.com)

Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to Scotland, March 10-18, 2023.

**R.A.:** that the proposed St. Mary Catholic Secondary School Student Excursion to Scotland, from March 10-18, 2023, 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.

June 13, 2022

Administration



**O-C.3****CATEGORY 5 APPROVAL FORM**

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

|   |  |
|---|--|
| Teacher/Organizer: Shawn Carmichael                                       | School: 256, St. Mary CSS, Cobourg   |
| Adult Supervisors Attending: S Carmichael, M O'Neill, G. Conway, N Gibson |  |
| Destination: Edinburgh, Stirling & Inverness, Scotland                    | Mode of Transportation: Airplane, Motorcoach, School bus   |
| Grade/Course: Grade 10-12 Girls Rugby                                     | Date of Submission: May 10, 2022   |
| Departure Date: March 10, 2023  | Return Date: March 18, 2023  |
| Number of Students: boys: 0 girls: 25                                     | Number of Adult Supervisors: female: 2 male: 2   |
| Travel Agent: Lent Travel   | Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional |
| Total cost to be paid by each Student: \$ 2700                            |  |

Summary of Proposed Activity: 8 day tour of Scotland during March Break 2023. 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 2 matches against school or club teams.

Curricular Relevance: 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 Edinburgh Castle, Bannockburn, Culloden, Wallace Monument, Murrayfield, the Royal Mile, etc.

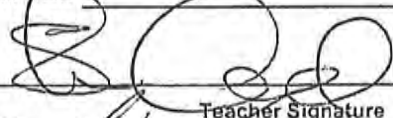
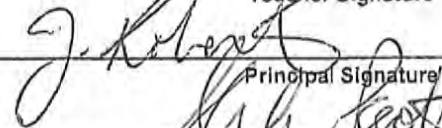
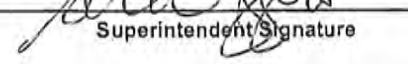
| Estimated Cost for Entire Group: |                    | Anticipated Sources of Revenue:             |                    |
|----------------------------------|--------------------|---|--------------------|
| Accommodation/Coach Bus          | \$28,000.00        | School Accounts                             | \$                 |
| Travel (Flights)                 | \$24,500.00        | School Fund-raising                         | \$                 |
| Cost of Supply Teachers          | \$                 | Student/Parent share                        | \$67,500.00        |
| Meals                            | \$                 | Other:                                      | \$                 |
| Programs/Materials               | \$10,500.00        | Other: Teacher contributions, if applicable | \$                 |
| Other (Cancellation Insurance)   | \$4500.00          |   |                    |
| <b>Total</b>                     | <b>\$67,500.00</b> | <b>Total</b>                                | <b>\$67,500.00</b> |

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

- |  |   |
|--|---|
| <input type="checkbox"/> Itinerary (including Mass if on the weekend)<br><input type="checkbox"/> Contract Information<br><input type="checkbox"/> Additional Medical Coverage needs considered<br><input type="checkbox"/> History of Excursion – number of years: _____<br><input type="checkbox"/> Certification required by staff attending: _____<br><input type="checkbox"/> Educational objectives stated | <input type="checkbox"/> Information and consent letter to parents<br><input type="checkbox"/> Liability waivers signed<br><input type="checkbox"/> Supervision ratio in alignment with A.P. 305<br><input type="checkbox"/> List of destination/emergency phone numbers provided<br><input type="checkbox"/> Passports (if required) |
|--|---|

## COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES

  
 Teacher Signature  
  
 Principal Signature  
  
 Superintendent Signature

May 26/22  
 Date  
 May 25/22  
 Date  
 May 26 2022  
 Date





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: Shawn Carmichael                                       | School: 256, St. Mary CSS, Cobourg   |
| Adult Supervisors Attending: S Carmichael, M O'Neill, G. Conway, N Gibson |  |
| Destination: Edinburgh, Stirling & Inverness, Scotland                    | Mode of Transportation: Airplane, Motorcoach, School bus   |
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| Travel Agent: Lent Travel   | Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional |
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| Estimated Cost for Entire Group: |                    | Anticipated Sources of Revenue:             |                    |
|----------------------------------|--------------------|---|--------------------|
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| Travel (Flights)                 | \$24,500.00        | School Fund-raising                         | \$                 |
| Cost of Supply Teachers          | \$                 | Student/Parent share                        | \$67,500.00        |
| Meals                            | \$                 | Other:                                      | \$                 |
| Programs/Materials               | \$10,500.00        | Other: Teacher contributions, if applicable | \$                 |
| Other (Cancellation Insurance)   | \$4500.00          |   |                    |
| <b>Total</b>                     | <b>\$67,500.00</b> | <b>Total</b>                                | <b>\$67,500.00</b> |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)<br><input checked="" type="checkbox"/> Contract Information<br><input checked="" type="checkbox"/> Additional Medical Coverage needs considered<br><input checked="" type="checkbox"/> History of Excursion – number of years: 2017, 2018, 2019<br><input checked="" type="checkbox"/> Certification required by staff attending: WORLD CERT RUGBY<br><input type="checkbox"/> Educational objectives stated: FIRST AID / CONCUSSION | <input checked="" type="checkbox"/> Information and consent letter to parents<br><input checked="" type="checkbox"/> Liability waivers signed<br><input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305<br><input checked="" type="checkbox"/> List of destination/emergency phone numbers provided<br><input checked="" type="checkbox"/> Passports (if required) |
|---|--|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_





Ms. S. Piggott  
Superintendent of Learning  
The Peter L. Roach Catholic Education Centre  
PVNC Catholic District School Board  
1355 Landsdowne St. W  
Peterborough, Ontario K9A 7M3

Dear Ms. Piggott,

We are writing to request your support of a proposed rugby tour to Scotland from March 10 to March 18, 2023 for the St. Mary Girls Rugby Team.

Rugby is a truly global sport, that demands dedication, integrity, and respect from its participants. It is hoped that this tour will give the rugby players at St. Mary the opportunity to participate in the sport against quality opposition, as well as give them an opportunity to experience a different culture with a unique history.

The trip will be organized through a reputable travel company, Lent Travel (Port Hope). Schools in PVNCCDSB and KPR have used this company with great satisfaction in the past. I have personally worked with John Beauchamp at Lent Travel on multiple tours and can attest to his professionalism and dedication to ensuring his customers have an exceptional experience.

Several students and staff coaches/chaperones have indicated interest in participating in such a proposed tour. The anticipated student enrollment is 25 students with 4 coach chaperones (roughly a 6:1 ratio). *6.25*

Thank you for your consideration of this proposed trip. If you have any questions, please contact me at St. Mary Catholic Secondary School.

Sincerely,

Shawn Carmichael  
Curriculum Chair of Canadian and World Studies  
St. Mary Catholic Secondary School  
Rugby Coach

## Page 100



School: St Mary CSS

Description of Activity: Girls Rugby

Dates of Activity: March 2022

### ELEMENTS OF RISK:

Educational activity programs, such as rugby 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 this activity.

1. **Bruises, scraps, cuts**
2. **In rare cases, concussions and broken bones**
3. **Strained muscles, cramping caused by dehydration**

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that 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 give your written permission for your child to participate in the activity described above on the dates listed, you must understand that you bear the responsibility for any injury that might occur.

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.

|                       |                            |       |
|-----------------------|----------------------------|-------|
| Student Name:         | Student Signature:         | Date: |
| Parent/Guardian Name: | Parent Guardian Signature: | Date: |

### PERMISSION

I give \_\_\_\_\_ permission to participate in the girls rugby during the fall of 2021.

|                               |       |
|-------------------------------|-------|
| Signature of Parent/Guardian: | Date: |
|-------------------------------|-------|

2012/11

## **PROPOSED ITINERARY**

### **Day 1 (Friday March 10, 2023)**

Depart for Pearson Airport 16:00 Depart  
Toronto 21:25

### **Day 2 (Saturday March 11, 2023)**

Land in Glasgow  
Travel from Glasgow airport to Edinburgh.  
Check into Holiday Inn Express, Leith  
Training session at Stewart Melville College @  
12:00.  
Tour Edinburgh Castle (3-5pm)  
Dinner @ 6:00pm  
Lights out 11:00pm

### **Day 3 (Sunday March 12, 2023)**

Mass at St Mary Star of the Sea, Leith (10am)  
Six Nations Game: Scotland v Ireland @  
Murrayfield (2pm)  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### **Day 4 (Monday March 13, 2023)**

The Real Mary King's Close Tour (10-11am)  
Tour Murrayfield (2-3pm) OR  
Climb Arthur's Seat (Weather permitting)  
Play local Edinburgh Club Team (4:00pm)  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### **Day 5 (Tuesday March 14, 2023)**

Depart Edinburgh for Stirling @ 9:00am  
Tour William Wallace Monument  
Tour Bannockburn  
Check into Premier Inn Stirling  
Training Session at Stirling County RFC @  
3:00pm  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### **Day 6 (Wednesday March 15, 2023)**

Tour Stirling Castle (10-12pm)  
Play local club team @ 4:00pm  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### **Day 7 (Thursday March 16, 2023)**

Depart Stirling for Culloden  
Tour Culloden Battlefield (2:00-3:00)  
Check into Holiday Inn Express, Inverness  
Tour Inverness City Centre  
Dinner and lights out

### **Day 8 (Friday March 17, 2023)**

Depart Inverness for Glasgow  
Tour Urquhart Castle (11:00-12:00pm)  
Continue to Glasgow  
Tour Glasgow City Centre  
Dinner @ 6:00pm  
Check into airport hotel. Lights out @ 11:00pm

### **Day 9 (Saturday March 18, 2023)**

Depart hotel for airport @ 7:00am.  
Depart Glasgow for Toronto





St. Mary Girls Rugby  
**Scotland Tour March 2023**

**Part A: Student Participation (please print)**

My daughter \_\_\_\_\_ will be able to participate in the  
Scotland Rugby Tour scheduled for March 2021.

**Part B: Parent/Guardian Approval (requires signatures of both parents/guardians)**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: - \_\_\_\_\_ Date: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

**Part C: Trip Payment (please record these dates on your calendar)**

Payment Due Dates:

1. Deposit of \$600.00 – September 1, 2022 (Deposit includes Travel Insurance)
2. Interim payment of \$800.00 – November 1, 2022
3. Interim payment of \$800.00 – January 15, 2023
4. Final Payment of \$500.00 – February 14, 2023

All payments are payable to St. Mary Secondary. Direct deposit will be available.

### Kemp Travel Quote - November 14, 2019

|                 | Airfare    | Bussing    | Hotels     |
|-----------------|------------|------------|------------|
| Per Person Cost | \$1000.00  | \$500.00   | \$1079.00  |
| Group Cost      | \$28000.00 | \$14000.00 | \$30212.00 |
| Total           |            |            | \$72212.00 |

\*All prices are per person based on 25 players and 3 chaperones. Total amount is quoted cost for 28 players and chaperones to travel to Scotland over the March Break in 2021.

### Lent Travel Quote - November 16, 2019

|                 | Airfare | Bussing  | Hotels     |
|-----------------|---------|----------|------------|
| Per Person Cost | \$774   | \$141.21 | \$800.14   |
| Group Cost      | \$21672 | \$3954   | \$22403.95 |
| Total           |         |          | \$48029.95 |

\*All prices are per person based on 25 players and 3 chaperones. Total amount is quoted cost for 28 players and chaperones to travel to Scotland over the March Break in 2021.

### Kensington Tours - November 19, 2019

|                 | All Inclusive |
|-----------------|---------------|
| Per Person Cost | \$4214.00     |
| Group Cost      |               |
| Total           | \$117992.00   |



## Kemp Travel Quote - November 1, 2021

Hi Shawn ,

I have a rough estimate , being that this is too far out for March 2023 , as flights are not out yet.

Air Transat into Glasgow for this coming March 2020 is approx. \$ 1000 CAD per person

Then here are land pricing .... on land only dates of March 10 - 18, 2023.

based on double occupancy:

20+ persons on coach:

Twin/double > \$1659.00 per person

25+ persons on coach:

Twin/double > \$1579.00 per person

Single Supplement > \$550.00

Land Inclusions:

- . Transportation throughout by modern touring coach
- . 3 nights accommodation in a centrally located 3\* Edinburgh hotel (Old Waverley Hotel, Holiday Inn Express Picardy Place, Mercure Edinburgh City Hotel or similar)
- . 1 night accommodation in a centrally located 3\* Inverness hotel (Penta Hotel, Mercure Inverness, Premier Inn Inverness Centre or similar)
- . 2 nights accommodation in a centrally located 3\* Stirling hotel (Holiday Inn Express, Premier Inn or similar)
- . Breakfast daily

### EXCLUSIONS:

- . Meals other than those mentioned in the itinerary
- . Drinks during meals (excludes tea and coffee)
- . Gratuity to your driver (suggest £2.00-£4.00 per person per day for the driver)

Terms and Conditions: A \$1,000.00 refundable group deposit is required to secure group space. Should minimum numbers not be reached, group space is to be released no less than 90 days prior to departure. Final payment is due 60 days prior to departure.

These are Royal Irish Tour's terms and conditions; however, some hotels may request a non-refundable deposit to hold rooms. These potential deposits are unknown until we enter into a contract with the hotels, at which time RIT may require additional payments

Kind regards,  
Judy  
Kemp Travel  
905 668 7955

### **Kensington Tours Quote - November 2, 2021**

7 days from \$4,214 per person\*

Discover the romance and legend of Edinburgh, Inverness, and Glasgow with expert personal guides. This bestselling tour explores the stunning Highlands as well as Scotland's showstopping cities.

Immerse yourself in the cosmopolitan feel of Edinburgh, soaking in its history as you stroll down the royal mile and visit Edinburgh Castle with your private guide. Explore spectacular Loch Lomond, visit the Stirling Castle, and admire the William Wallace Monument, legendary warrior whose story was featured in the film Braveheart. Visit a whiskey distillery, cruise along the infamous Loch Ness, and explore the ruins of Urquhart Castle by foot. Explore spectacular Inverness and Glasgow city with a private guide. Wander stylish high street shops and feast your eyes on the city's mix of striking architecture styles on your guided walking tour. Oh yes, and of course... take a wee bit of time to relax - you are on vacation after all!

This trip features a blend of private and shared activities as well as time to explore on your own makes for the perfect vacation. Relax during your trip with our 24/7 support and expert local guidance.



Lent Travel Quotation/Contract Breakdown:

Hi Shawn,

I should have remembered about the insurance. We use the ultimate upgrade which reimburses up to 80% for any unforeseen circumstances (i.e. strike, escalated violence in the destination or a board decision due to an unforeseen event).

|   |                 |                   |
|---|-----------------|-------------------|
| Airfare   | \$815.04pp x 28 | \$22821.12        |
| Motor Coach   |                 | \$3954.00         |
| Holiday Inn Leith 279.66 per room per night (x 14 rooms x 3 nights)     |                 | \$11745.76        |
| Holiday Inn Stirling 176.08 per room per night (x 14 rooms x 2 nights)  |                 | \$4930.32         |
| Holiday Inn Inverness 217.51 per room per night (x 15 rooms x 1 nights) |                 | \$3262.71         |
| (includes room for driver)  |                 |                   |
| Holiday Inn Glasgow 176.08 per room per night (x 14 rooms x 1 nights)   |                 | \$2465.16         |
| Ultimate Inclusive Insurance – Student 92.88                            | (x 24)          | \$2229.12         |
| Ultimate Inclusive Insurance – Coach 164.16                             | (x 4)           | \$656.64          |
| Total   |                 | \$52064.83 for 28 |

Take care,  
John B

*\$185.89/pp*

John Beauchamp

Lent Travel  
67 Walton Street  
Port Hope ON  
L1A 3V7  
905-885-2453

## Lent Travel Quote - November 16, 2019

Hi Shawn,

We are waiting for Transat to verify the airfare but I don't like to keep you waiting so we have put together an idea of costs for your group (we basically took 2020's hotel rates and added 10%). I have used the exchange rate of 1.69 to convert the land portion to Canadian funds.

|   |               |          |
|---|---------------|----------|
| Airfare previously quoted   | 774.00pp x 28 | 21672.00 |
| Motor Coach   |               | 3954.00  |
| Holiday Inn Leith 279.66 per room per night (x 14 rooms x 3 nights)                                   |               | 11745.76 |
| Holiday Inn Stirling 176.08 per room per night (x 14 rooms x 2 nights)                                |               | 4930.32  |
| Holiday Inn Inverness 217.51 per room per night (x 15 rooms x 1 nights)<br>(includes room for driver) |               | 3262.71  |
| Holiday Inn Glasgow 176.08 per room per night (x 14 rooms x 1 nights)                                 |               | 2465.16  |
| Total 48029.95 for 28 people  |               |          |

Once we have the airfare verified I will send you an excel worksheet to play around with.

Thanks,  
John B

John Beauchamp

Lent Travel

67 Walton Street  
Port Hope ON  
L1A 3V7  
905-885-2453



## THE ULTIMATE UPGRADE

### Optional All Events Upgrade Rider Applicable Only to Trip Cancellation and Trip Interruption Coverages

#### When It Applies

This upgrade rider is applicable if You must cancel Your Covered Trip before the **Departure Date** or interrupt Your Covered Trip while You are travelling. This is only available for Covered Trips that have a maximum Sum Insured of up to \$15,000 per person. This upgrade rider is only available in conjunction with the **Premier Package Plan**. Both the **Premier Package Plan** and this rider must be purchased within **7 days** of the date you make Your first payment on Your Covered Trip.

#### What We Cover

Whenever You or Your Traveling Companion are prevented from taking or completing Your Covered Trip due to an **unforeseen event** that occurs after the **Effective Date** of this upgrade that is not otherwise covered by this Policy.

#### What We Exclude

Only the following exclusions are applicable to this upgrade rider. There is no coverage and no benefits will be payable for any claim arising from:

1. Your or Your Travelling Companion's **Pre-Existing Condition** that was not **Stable and Controlled** on the purchase date of this Policy.

Coverage is not provided for any claims arising from Your or Your Travelling Companion's:

- a) heart condition involving the taking of nitroglycerine more than once per week for the relief of angina;
  - b) lung condition treated with home oxygen or the taking of oral steroids (prednisone or prednisolone).
2. Any event giving rise to a claim which is foreseen at the time of purchasing this insurance;
  3. Voluntary cancellation or interruption of travel for any reason, including loss of enjoyment;
  4. Fraud, concealment, or deliberate misstatement in relation to any matter affecting this insurance;
  5. Participation in a crime, malicious act, riot or insurrection.

#### What We Pay – Trip Cancellation

We will reimburse You to a maximum of **95%** of the **Sum Insured** for the following expenses:

1. **95%** of any unused non-refundable prepaid expenses for travel arrangements; and
2. **95%** of any published penalties You incur as a result of a **Trip Cancellation**.

#### What We Pay – Trip Interruption

We will reimburse You to a maximum of **95%** of the **Sum Insured** for the following expenses:

1. **95%** of any unused non-refundable prepaid expenses for travel arrangements;
2. **95%** of the same class transportation as Your original Covered Trip to return to the **Departure Point** or to continue on Your Covered Trip; and
3. **95%** of additional reasonable expenses incurred for an unplanned overnight stay.

#### What To Do If You Have A Claim

All cancellations must be reported to Your travel agent within **72 hours** following the **unforeseen event** that caused the cancellation. If You do not report the cancellation within the specified time period, claim payment will be limited to the cancellation penalties that were in effect within **72 hours** of the event that caused cancellation.

If You experience an interruption while travelling You should call Our **24 hour** assistance line as directed on page 10 of this Policy.

In order to qualify for reimbursement under this provision, You must submit to Us with Your claim:

1. The date Your Covered Trip was cancelled or interrupted;
2. Copies of Your travel invoices;
3. The original unused travel tickets or vouchers;
4. Your Travel Supplier's cancellation clause with regard to non-refundable costs, charges or expenses;
5. Original receipts or other proofs of payment;
6. Detailed medical documentation including a statement from Your Physician that You were advised not to travel if trip cancellation or trip interruption was caused by or resulted from a serious **Injury** or serious **Sickness**; and
7. Any other information We deem necessary to properly adjudicate Your claim.



To St. Mary Girls Rugby Players and Parents:

It is with great anticipation and excitement that I am writing this letter. For more than 12 years I coached rugby at St. Stephen in Bowmanville, and we undertook a variety of rugby tours. Our last tour was of Scotland in March 2017, arguably the best tour of them all. Given that tour's success, Mr Conway, Ms. O'Neill and I have planned another tour of Scotland for March 2023 for the St Mary Girls Rugby Team. This tour has now obtained board approval and can progress forward.

Rugby is a truly global sport that demands dedication, integrity, and respect from its participants. It is hoped that this tour will give the rugby players at Mary the opportunity to participate in the sport against quality opposition, as well as give them an opportunity to experience a different culture with a unique history.

The trip will be organized through a reputable travel company, Lent Travel (Port Hope). John at Lent Travel is impeccable with his organization and planning (I have employed him multiple times in the past) and I look forward to doing business with him again.

Several students and staff coaches/chaperones have indicated interest in participating in such a proposed tour. The anticipated student enrolment is 20-24 students with 3 coach chaperones (roughly a 7:1 ratio). With the exchange rate currently at 1.63 CDN : 1 GBP, it has never been more cost effective to travel to Great Britain. The cost of the tour (which includes airfare, hotel accommodation, bussing, rugby tour kit, and training facility rentals) is \$2700. We are planning fundraising activities (for example, advertisements in a rugby program to defer some of the cost. Payments would be:

Payment 1: \$600 deposit (to St Mary Secondary) – September 21, 2022

Payment 2: \$800 – November 1, 2022

Payment 3: \$800 – January 1, 2022

Payment 4: \$500 – February 1, 2022

(\*any monies raised by players will be credited to their account).

Thank you for your consideration of this proposed tour of Scotland. I would like to have a parent meeting at the school should there be enough player interest in going on tour. The parent meeting will be on September 8, 2022 @ 6:30pm in Portable 5. If you are unable to attend, I can be reached at the school if you have any questions or concerns.

Sincerely,

Mr. S. Carmichael  
Rugby Coach  
St. Mary Catholic Secondary School



## PROPOSED ITINERARY

### Day 1 (Friday March 12, 2021)

Depart for Pearson Airport 16:00 Depart Toronto 21:25

### Day 2 (Saturday March 13, 2021)

Land in Glasgow  
Travel from Glasgow airport to Edinburgh.  
Check into Holiday Inn Express, Leith  
Training session at Stewart Melville College @ 12:00.  
Tour Edinburgh Castle (3-5pm)  
Dinner @ 6:00pm  
Lights out 11:00pm

### Day 3 (Sunday March 14, 2021)

Mass at St Mary Star of the Sea, Leith (10am)  
Six Nations Game: Scotland v Ireland @ Murrayfield (2pm)  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### Day 4 (Monday March 15, 2021)

The Real Mary King's Close Tour (10-11am)  
Tour Murrayfield (2-3pm) OR  
Climb Arthur's Seat (Weather permitting)  
Play local Edinburgh Club Team (4:00pm)  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### Day 5 (Tuesday March 16, 2021)

Depart Edinburgh for Stirling @ 9:00am  
Tour William Wallace Monument  
Tour Bannockburn  
Check into Premier Inn Stirling  
Training Session at Stirling County RFC @ 3:00pm  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### Day 6 (Wednesday March 17, 2021)

Tour Stirling Castle (10-12pm)  
Play local club team @ 4:00pm  
Dinner @ 6:00pm  
Lights out @ 11:00pm

### Day 7 (Thursday March 18, 2021)

Depart Stirling for Culloden  
Tour Culloden Battlefield (2:00-3:00)  
Check into Holiday Inn Express, Inverness  
Tour Inverness City Centre  
Dinner and lights out

### Day 8 (Friday March 19, 2021)

Depart Inverness for Glasgow  
Tour Urquhart Castle (11:00-12:00pm)  
Continue to Glasgow  
Tour Glasgow City Centre  
Dinner @ 6:00pm  
Check into airport hotel. Lights out @ 11:00pm

### Day 9 (Saturday March 20, 2021)

Depart hotel for airport @ 7:00am.  
Depart Glasgow for Toronto

## NOTE TO STUDENTS

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

March 10, 2023 to March 18, 2023

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)



## STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for \_\_\_\_\_ to participate on the St Mary rugby tour of Scotland from March 10, 2023 to March 18, 2023.

### SUMMARY OF THE TRIP:

The ten-day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations.

### I UNDERSTAND THAT:

- the students are responsible for meeting at St. Mary Secondary School at the designated time on or about March 10, 2023; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back home on or about March 18, 2023 upon arrival back to the school. There will be an additional cost for this bus transportation, to be collected closer to the travel date.

- I will be responsible for transporting my daughter to/from St. Mary Secondary School at the appropriate times.

- students will provide their own dinners /snacks for flights and money for lunches and dinners.

- An additional fee will be collected by Mr. Carmichael to cover gratuities for bus drivers.

**\*\* All tour reservations will be handled by Lent Travel (Port Hope).**

- group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.

- my daughter is expected to participate in all activities

- my daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Mr. Carmichael and Mr. Conway as my agents to engage medical attention or hospitalization should the need arise.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## 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.

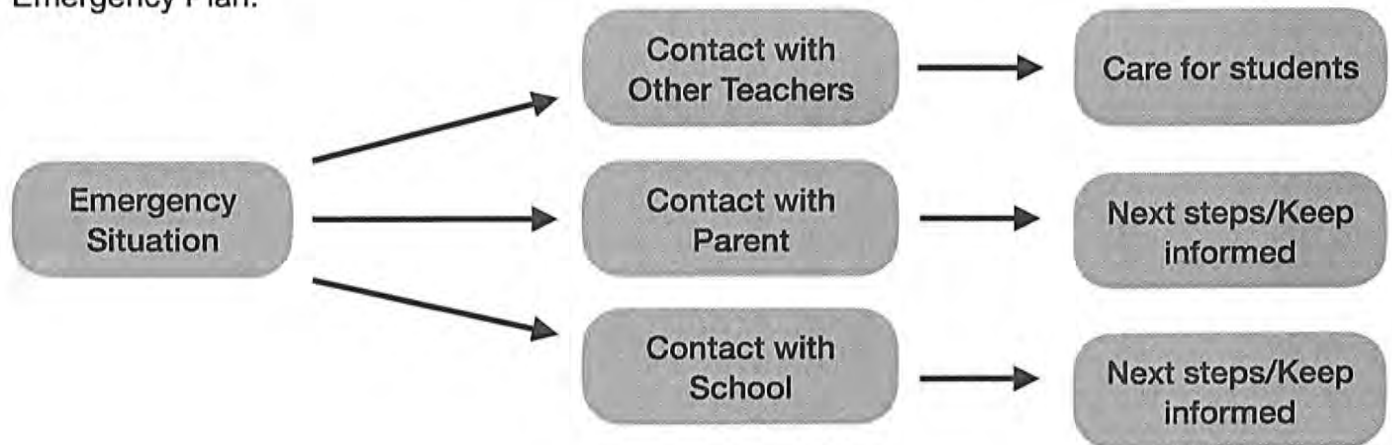
WhatsApp allows for the following means of instantaneous communication:

- 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      | M O'Neill      |
| Students 1-8 | Students 9-16 | Students 17-24 |

Emergency Plan:





## ***Release and Indemnification Form***

### ***Scotland Tour March 2023***

#### **NOTE TO PARENTS AND STUDENTS**

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

March 10, 2023 to March 18, 2023

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

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

I \_\_\_\_\_, as legal guardian, understand and accept the above and provide the PVNCCDSB (St. Mary Secondary School) with the following waiver of liability and indemnification agreement.

I \_\_\_\_\_, as legal guardian, hereby release the PVNCCDSB (St. Mary Secondary School) and its staff and agents from any and all liability for any injury sustained by my child, regardless of how caused, resulting from their participation in the Scotland rugby tour arranged through the PVNCCDSB (St. Mary Secondary School) during the dates above.

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 SCOTLAND, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Date)



Proposed St. Mary Catholic Secondary School, Cobourg, Student  
Excursion to Boston, Massachusetts, USA, March 10-18, 2023.

**R.A.:** that the proposed St. Mary Catholic Secondary School Student Excursion to Boston, Massachusetts, from March 10-18, 2023, 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.

June 13, 2022

Administration

|  |  |
|--|--|
| Adult Supervisors Attending: 5 <i>Tonyo Earle, Laura Fannon, Mona Anderson</i> |  |
| Destination: BOSTON  | Mode of Transportation: Coach  |
| Grade/Course: 9-12   | Date of Submission: May 11th   |
| Departure Date: April 20   | Return Date: April 23rd  |
| Number of Students: boys: girls: 20  | Number of Adult Supervisors: female: male:   |
| Name of Travel Agent:  | Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional |
| Total cost to be paid by each Student: \$713 (\$488 to be paid by chaperone)   |  |

Summary of Proposed Activity: choir members will attend a vocal festival for elite choral groups. Choristers will also experience local heritage and music and participate as audience members for other groups.

Curricular Relevance: (provide the overall expectations addressed) Students will gain a greater sense of choral understanding through workshops, gain invaluable collaboration experiences with choir members from around the world and receive first class vocal training through workshops and clinics.

| Estimated Cost for Entire Group: |                 | Anticipated Sources of Revenue:             |                 |
|----------------------------------|-----------------|---|-----------------|
| Accommodation                    | \$8,350.00      | School Accounts                             | \$              |
| Travel (Franklin Travel)         | \$6495          | School Fund-raising                         | \$4000          |
| Cost of Supply Teachers          | \$372 (2 days)  | Student/Parent share                        | \$12,217        |
| Meals (group meals- pre paid)    | \$1000          | Other:                                      | \$              |
| Programs/Materials               | \$              | Other: Teacher contributions, if applicable | \$              |
| Other                            | \$              |   |                 |
| <b>Total</b>                     | <b>\$16,217</b> | <b>Total</b>                                | <b>\$16,217</b> |

**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"> <li><input type="checkbox"/> Itinerary (including Mass if on the weekend)</li> <li><input type="checkbox"/> Contract Information</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li><input type="checkbox"/> History of Excursion – number of years: 16</li> <li><input type="checkbox"/> Certification required by staff attending: _____</li> <li><input type="checkbox"/> Educational objectives stated</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Information and consent letter to parents</li> <li><input type="checkbox"/> Liability waivers signed</li> <li><input type="checkbox"/> Supervision ratio in alignment with A.P. 305</li> <li><input type="checkbox"/> List of destination/emergency phone numbers provided</li> <li><input type="checkbox"/> Passports (if required)</li> </ul> |
|---|---|

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

*[Signature]*  
Teacher Signature

*[Signature]*  
Principal Signature

*[Signature]*  
Superintendent Signature

*June 1/22*  
Date

*May 13/22*  
Date

*May 30 2022*  
Date





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

2018/02

Teacher/Organizer: Tanya Earle

School: St Mary Secondary

DIR-B-O 2022 06 28

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ST. MARY  
CATHOLIC SECONDARY SCHOOL

May 6, 2022

Joan Carragher

Superintendent of Schools

PVNC Catholic District School Board

1355 Lansdowne St. W.

Peterborough, Ont.

K9A 7M3

Dear Joan,

Please find attached my proposal for the St Mary Secondary Choir to travel to Boston, Massachusetts, April 20<sup>th</sup>-23<sup>rd</sup>, 2023. I hope you will be able to review this proposal for approval at the next board meeting.

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

I will be travelling with our accompanist (chaperone), 3 additional chaperones and the choir members. Travelling chaperones are: Laura Finnan, parent and avid choir mom, another TBD based on choir members next year, and Marie Anderson, our accompanist and former choral director who has traveled expensively with teens. While in Boston there will be opportunity to connect with other choir members from across North America in Workshops and by attending their performances. Students are also provided with clinics that are led by composers and conductors from North America.

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

The students are aware of the proposal put forth and are excited to start their fundraising and festival specific music.

Thank you for your time.

Tanya Earle

Choral Director



## OUT-OF-SCHOOL PARENTAL PERMISSION FORM

### Category 3 Activity (Overnight Trip using transportation)

Mrs Earle will be taking students to Boston  
on April 20<sup>th</sup> - 23<sup>rd</sup>. Students will be travelling by coach  
departing the school at 6:00am and returning at 11:00pm. The trip is linked to the following curriculum expectations: Students will gain a greater sense of church understanding through workshops and observing other choirs perform.

The student should come prepared with clothes and performance wear

The cost of the trip is \$       which includes see itinerary attached.  
Bus - Hotel - most meals -

The students will be staying at hotel to be determined.

#### Dear Parent/Guardian:

Please take a moment to complete the following and sign the permission form. Students will not be allowed to attend this trip without your signature.

Student name: (print) \_\_\_\_\_

Parent/Guardian name: (print) \_\_\_\_\_

Medical conditions that should be taken into consideration for this trip: \_\_\_\_\_

In case of emergency, you will be contacted at the number that you have provided the school upon registration. If you wish to be contacted at a different number on this day, please provide it. \_\_\_\_\_

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.

Educational activities such as these involve a certain element of risk. An accident may occur while participating in this activity. Accidents may occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. The staff has taken every reasonable precaution in preparing students for this activity. The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this trip. Parents/guardians of a student participating in out-of-province trip are advised to purchase adequate medical insurance in case of emergency.

I have read the information regarding this trip, and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. I give permission for my child to take part in this activity.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The St Mary Secondary is arranging  
(name of school)  
Choral Music Festival April 20-23<sup>rd</sup>  
(description of activity and dates) 2023

**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 travel 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 \_\_\_\_\_:  
(describe activity)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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 \_\_\_\_\_ on \_\_\_\_\_, 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 \_\_\_\_\_  
(date)

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in a choral music festival (describe activity) to its students on or about April 20-23, 2023.

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

**ELEMENT OF RISK**

Educational activity programs, such as, travel (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 \_\_\_\_\_ (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about \_\_\_\_\_.

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

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Release and Indemnification Form***

### ***Boston Choral Festival***

### ***World Strides***

#### **NOTE TO PARENTS AND STUDENTS**

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Boston, USA,

April 20th, 2023 to April 23rd, 2023

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

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

I \_\_\_\_\_, as legal guardian, understand and accept the above and provide the PVNCCDSB (St. Mary Secondary School) with the following waiver of liability and indemnification agreement.

I \_\_\_\_\_, as legal guardian, hereby release the PVNCCDSB (St. Mary Secondary School) and its staff and agents from any and all liability for any injury sustained by my child, regardless of how caused, resulting from their participation in the Boston, Choral Festival, trip arranged through the PVNCCDSB (St. Mary Secondary School) during the dates above.



I \_\_\_\_\_, as legal guardian, give the teachers in charge of this trip, as well as agents of EF EDUCATIONAL TOURS, 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 TRIP TO BOSTON, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

\_\_\_\_\_

(Parent/Guardian signature)

\_\_\_\_\_

(Date)

## NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Boston, USA, through Worldstrides Music Festival

April 20th, 2023 to April 23rd, 2023

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 and agents Worldstrides Music Festivals

- 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)



### STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for \_\_\_\_\_ to participate on the Boston Choral Music Festival trip from April 20th, 2023 to April 23rd, 2023.

#### SUMMARY OF THE TRIP:

The three day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations.

#### I UNDERSTAND THAT:

- the students are responsible for meeting at St. Mary Secondary School at the designated time on or about April 20th, 2023; boarding a bus and for arranging their own transportation back home on or about April 23rd, 2023 upon arrival back to the school.
- I will be responsible for transporting my son/daughter to/from St. Mary Secondary School at the appropriate times.
- students will provide their own dinners /snacks for travel time to and from Boston .
- group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.
- my son/daughter is expected to participate in all activities
- my son/daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Mrs. Earle as my agents to engage medical attention or hospitalization should the need arise.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



WorldStrides OnStage Programs  
PO Box 271549  
Salt Lake City, UT 84127  
(800) 223-4367

## Current Statement of Account

Tanya Earle tearle@pvncdsb.on.ca  
St Mary Secondary School  
1050 Birchwood Trail  
Cobourg, ON K9A 5S9

Tanya Earle  
St Mary Secondary School  
Cobourg, ON K9A 5S9

Please include the Trip ID # on your payment  
04/29/22 8:38 am Trip ID: 201249  
PLID: 101543379  
Group/Tour ID: 174158-25

### PROGRAM INFORMATION

Event Description: BOSTON 2023 04/22 Performing Tours Specialist: Dean Pantorno  
Destination Specialist: Beth Harris  
Depart Date: THURSDAY-04/20/23 Host Festival Director: Beth Harris  
Return Date: SUNDAY-04/23/23  
Number of Nights Included in Package: 3 nights  
Hotel Nights Included in Package: 04/20; 04/21; 04/22

### BILLING INFORMATION

| BASE PACKAGE              | QTY | PER PERSON | TOTAL           |
|---------------------------|-----|------------|-----------------|
| Quad Rate per person      | 20  | 338.00     | 6,760.00        |
| Triple Rate per person    | 0   | 388.00     | 0.00            |
| Double Rate per person    | 6   | 488.00     | 2,928.00        |
| Single Rate per person    | 0   | 785.00     | 0.00            |
| Going Free                | 1-  | 488.00     | -488.00         |
| <b>BASE PACKAGE TOTAL</b> |     |            | <b>9,200.00</b> |

### PAYMENTS RECEIVED

| DATE                           | TYPE | REFERENCE         | AMOUNT        |
|--------------------------------|------|-------------------|---------------|
| 02/07/22                       | CS   | Moved from 192733 | 850.00        |
| <b>TOTAL PAYMENTS RECEIVED</b> |      |                   | <b>850.00</b> |

CURRENT ACCOUNT BALANCE \$8,350.00 USD  
AMOUNT CURRENTLY DUE \$0.00 USD

### PACKAGE AGREEMENT PAYMENT SCHEDULE

|                          | DATE DUE* | INSTALL AMT | PAID YTD              |
|--------------------------|-----------|-------------|-----------------------|
| Group Deposit            | 03/06/22  | 850.00      | 850.00                |
| Installment              | 10/29/22  | 910.00      |                       |
| Installment              | 01/12/23  | 4,940.00    |                       |
| Installment              | 03/03/23  | 2,500.00    |                       |
| <b>TOTAL BALANCE DUE</b> |           |             | <b>\$8,350.00 USD</b> |

Charges added after the last scheduled payment shown above will be due no later than 14 days prior to departure.

\*Amount Due is based on the passenger count, room types, and optional items established as of the date of the invoice.





WorldStrides OnStage Programs  
PO Box 271549  
Salt Lake City, UT 84127  
(800) 223-4367

## Current Statement of Account

Tanya Earle tearle@pvncdsb.on.ca  
St Mary Secondary School  
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Return Date: SUNDAY-04/23/23  
Number of Nights Included in Package: 3 nights  
Hotel Nights Included in Package: 04/20; 04/21; 04/22

### DEADLINES AND TERMS

Rooming List Due Date - 02/19/23

Total trip charges, Invoice and Current Balance are subject to change until rooming list and optional items have been finalized.

\*Package Price is the sum of the above items that had been selected for the individual who is cancelling at one of these late dates.

In the event the school or any participant desires to cancel a reservation, all cancellations must be made in writing. Upon such a cancellation, and subject to all other provisions listed below, the participant shall only be entitled to a refund on the following basis and there shall be no other refunds, including for unused services or program features after the group departs.

Please note that upon cancellation, any amounts relating to the group deposit, and all applicable fees and penalties levied by airline, hotels, bus companies, retailers and other vendors are non-refundable. In the event of any cancellation of any reservation after an airline ticket has been issued by the air carrier, the participant shall forfeit the amount of the airline cancellation penalty in addition to the other cancellation penalties listed below.

| PROGRAMS  | Date Range 1  | Date Range 2   | Date Range 3                                  |
|---|---|--|---|
| Carnegie Hall   | At least ninety (90) days prior to departure                      | Less than ninety (90) days but more than thirty (30) days prior to departure             | Less than thirty (30) days prior to departure |
|   | All amounts paid less the \$225 non-refundable deposit per person | 50% cancellation fee based on program price plus \$225 per person non-refundable deposit | No refund                                     |
| Marching Bands<br>Heritage Festivals<br>Festivals of Gold | At least forty-five (45) days prior to departure                  | Less than forty-five (45) days but more than seven (7) days prior to departure           | Less than seven (7) days prior to departure   |
|   | Refund all amounts paid less \$35 processing fee per person       | 50% cancellation fee based on program price  | No refund                                     |
| 1-Day Festival  |   | At least thirty (30) days prior to departure   | Less than thirty (30) days prior to departure |
|   |   | Refund all amounts paid less \$35 processing fee per person                              | No refund                                     |
| Dance   | At least sixty (60) days prior to departure                       | Less than sixty (60) days but more than seven (7) days prior to departure                | Less than seven (7) days prior to departure   |
|   | Refund all amounts paid less \$100 processing fee per person      | 50% cancellation fee based on program price  | No refund                                     |

*Important Notice to Parents/Guardians/Participants*

*2022/23 school year*

Our major trip this year will be to BOSTON April 20<sup>th</sup>-23rd 2023

Please let me know ASAP if your daughter will not be attending. Final numbers affect the cost and we have uniform dresses that need to be made.

Total cost \$713 approx. As always I am always working to get the best deal possible for our bussing, tours and shows. The cost is approximate, as I do not have a final confirmation of numbers for choir which will affect the total amount. This trip includes all expenses. The only extra money the students need is for their meals on route to and from BOSTON and their lunches. All other meals, attractions workshops are included. Attached is a tentative itinerary.

There will be several fundraisers that come up throughout the year that will make it possible for everyone to attend. (Concerts/poinsettias/card sales.) Stay tuned for the next fundraising opportunity.

Listed below is the payment schedule. Everyone is reminded that practice is mandatory. It is important that we stick to these dates as payments are due and I will only be at school during these scheduled practice times Please note the following dates:

November 12th, \$300

Jan 14th, \$313

Feb 25<sup>th</sup> final payment due? depending on final cost (\$100)

Parents who are interested in coming on the trip know that the cost will be at least the same if not a little more based on room occupancy. Students are based on 4 in a room adults are based on 2. (more expensive)

PLEASE MAKE SURE THAT YOUR DAUGHTER ATTENDS ALL PRACTICES. PLEASE CONTACT ME IF THERE IS A PROBLEM.

[tearle@pvnccdsb.on.ca](mailto:tearle@pvnccdsb.on.ca)

Choral Director

Tanya Earle



## PERMISSION

I give my child, \_\_\_\_\_,  
permission to participate in the Vocal Group trip to BOSTON April 20<sup>th</sup>-  
23<sup>rd</sup> 2023

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Emergency contact information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Alternate Contact:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation to student: \_\_\_\_\_

### Parent information meeting

September 22<sup>nd</sup>, 2022

7:00pm in the Drama Room St Mary Secondary

Rm 186

If there is a swimming pool at the hotel there will be NO access unless a swim test has been completed prior to departure.

We will also provide extended cancellation insurance for each student, price to be determined, that will cover full cancellation up to departure.

BOSTON (Mrs. Earle's cell phone 905-375-4182)  
Thurs. April 20th- Sunday April 23<sup>rd</sup> 2023

SUBJECT TO CHANGE

Thurs:

6:00am meet at school and load luggage  
6:30 Depart for Boston (estimated arrival time 5:00pm)  
4:00 check into Hotel  
6:00 Dinner  
7:00-9:30pm vocal workshop  
10:30 Bed

Friday

8:00 Breakfast  
10:00 Watch festival performances  
12:00 Lunch  
1:00 Harvard University Walking Tour  
3:00 Back to hotel to get ready for dinner  
5:30 Dinner and Blue Man group  
10:00 Bed performance tomorrow

Saturday

7:00am BREAKFAST provided  
8:30 depart for concert Venue in concert attire. Performance and Adjudication  
12:00 Change and depart We will explore Back Bay and have lunch (\$)  
3:30 Harvard University Walking Tour  
5:00 Return to Hotel and get ready for dinner  
6:00 AWARDS banquet (dinner and awards plus Salem Which Museum Experience)  
11:00 arrive back at hotel

Sunday

8:00 am breakfast provided and pack  
10:00 Mass (location TBA based on the location of the hotel)  
11:30 lunch  
12:30 Board Bus for a 2.5 hour Boston Bus tour  
3:00 Head Home  
Dinner: en route home (4)

**Projected Cost approx.. per student \$713**

Prices will change depending on the number of students who go, room rates, uniforms to be made etc.

Fundraising ideas: Corporate Sponsors  
Knights of Columbus/Trillium Fund/school  
Concerts  
Poinsettia Sales







# BOSTON HERITAGE FESTIVAL

2023 FESTIVAL DATES  
MAR 30 - APR 1 | APR 28 - 29

## PROGRAM AT A GLANCE

### Your Boston Heritage Festival Package Includes:

- > Performance in a national music festival
- > Positive, constructive feedback from a panel of three adjudicators, includes both recorded and written comments
- > On-stage clinic with renowned adjudicator following each performance
- > Guided city tour included
- > Exclusive Awards Ceremony
- > Flexible hotel options: included-breakfasts, convenient locations, higher-rated rooming – choose what works best for your group



### Every Heritage Festival Experience Includes:

- > One free package for every 25 full-paying participants
- > Nationally-acclaimed adjudicators
- > Awards and trophies
- > Student-friendly hotels
- > Gift for the Director
- > Commemorative pin for each student
- > Medical and accident insurance for every traveler
- > Liability coverage for you and your school
- > Exclusive Access fundraiser
- > Professional development for directors
- > Academic credit opportunities for students





## SAMPLE 3-NIGHT FESTIVAL ITINERARY

All activities subject to change.

### DAY 1

#### ARRIVAL IN BOSTON

##### + AIM EXPERIENCE MASTER CLASS

Start the weekend off on the right note with your own customized master class—the AIM Experience. Spend 60-90 minutes with a professional clinician perfecting your festival performance, fine-tuning your skills, and reaffirming your classroom teachings.

##### GUIDED TOUR – INCLUDED IN YOUR PACKAGE!

Choose a step-on guided tour of the city or a guided Freedom Trail walking tour. Boston has so much to offer! This 3-hour tour will give you all the highlights and more.

##### HOTEL CHECK-IN AFTER 4PM

Your package includes flexible accommodation options. Choose what makes the most sense for your group – a convenient location, higher-rated hotel, or hotel that includes breakfast.

##### + BOSTON SYMPHONY ORCHESTRA

Spend your evening enjoying a concert by the Boston Symphony Orchestra—made up of some of the most distinguished musicians in the world.

### DAY 2

#### FIRST DAY OF FESTIVAL PERFORMANCES

After arriving at the concert venue, your group will warm up in a private rehearsal room. Each ensemble will have 30-35 minutes on stage. A panel of three adjudicators will provide written and recorded feedback for each performance. Following your performance, a select adjudicator will conduct a clinic on stage with your group, providing valuable feedback and reinforcement for your classroom teachings. Groups will also have the opportunity to participate as an audience for other groups competing—giving your ensemble exposure to their peers.

##### + BLUE MAN GROUP

Enjoy this unique form of entertainment that combines music, comedy, and theatrics to create a blissful party atmosphere that people of all ages agree is a totally outrageous experience.

### DAY 3

#### CONTINUE FESTIVAL PERFORMANCES

Festival performances will continue throughout the day. Your performance time will be given to you weeks before your event, so you can plan your day accordingly.

##### + SALEM WITCH MUSEUM

Learn about witch hunts through the ages in this interactive museum. Explore the events of the Salem Witch Trials of 1692 in a special exhibit.

##### AWARDS CEREMONY

Celebrate with your new friends during your exclusive Awards Ceremony!

### DAY 4

##### + MORE SIGHTSEEING OR OPTIONAL ACTIVITIES

DEPART FOR HOME!

### STAY AS LONG AS YOU'D LIKE!

We can put together a package for as few or as many nights as you need.

+ OPTIONAL ACTIVITIES (MARKED WITH +) REQUIRE ADDITIONAL FEES.





## WE'VE GOT YOU COVERED!

WE'VE THOUGHT OF EVERYTHING YOU MIGHT NEED TO MAKE YOUR TRIP A SUCCESS.



### ADD THE AIM EXPERIENCE MASTER CLASS

Affirm. Inspire. Mentor. The AIM Experience is an exclusive private master-class session offered as an elective to participating groups at every festival. This 60-90 minute concentrated educational experience provides extra performance time and customized one-on-one instruction from one of our professional clinicians. Music directors can set the focus of the session's content through their planning call with the instructor. Reaffirm your classroom teachings, fine-tune your festival performance, or focus on a few specific skills—the choice is yours!



### LET US BOOK YOUR TRAVEL

Our experienced air and bus transportation teams can arrange all your travel needs—including on-trip assistance should the need arise. You'll get discounted rates for group air travel, plus we've got flexible payment plans to help student groups.



### FUNDRAISING SUPPORT

We're truly with you every step of the way. We know fundraising takes effort, and that's why we're arming you with the best resources. As a customer, you'll have access to our free fundraising guide (full of unique ideas from past travelers) and our Gift of Performance e-Cards.

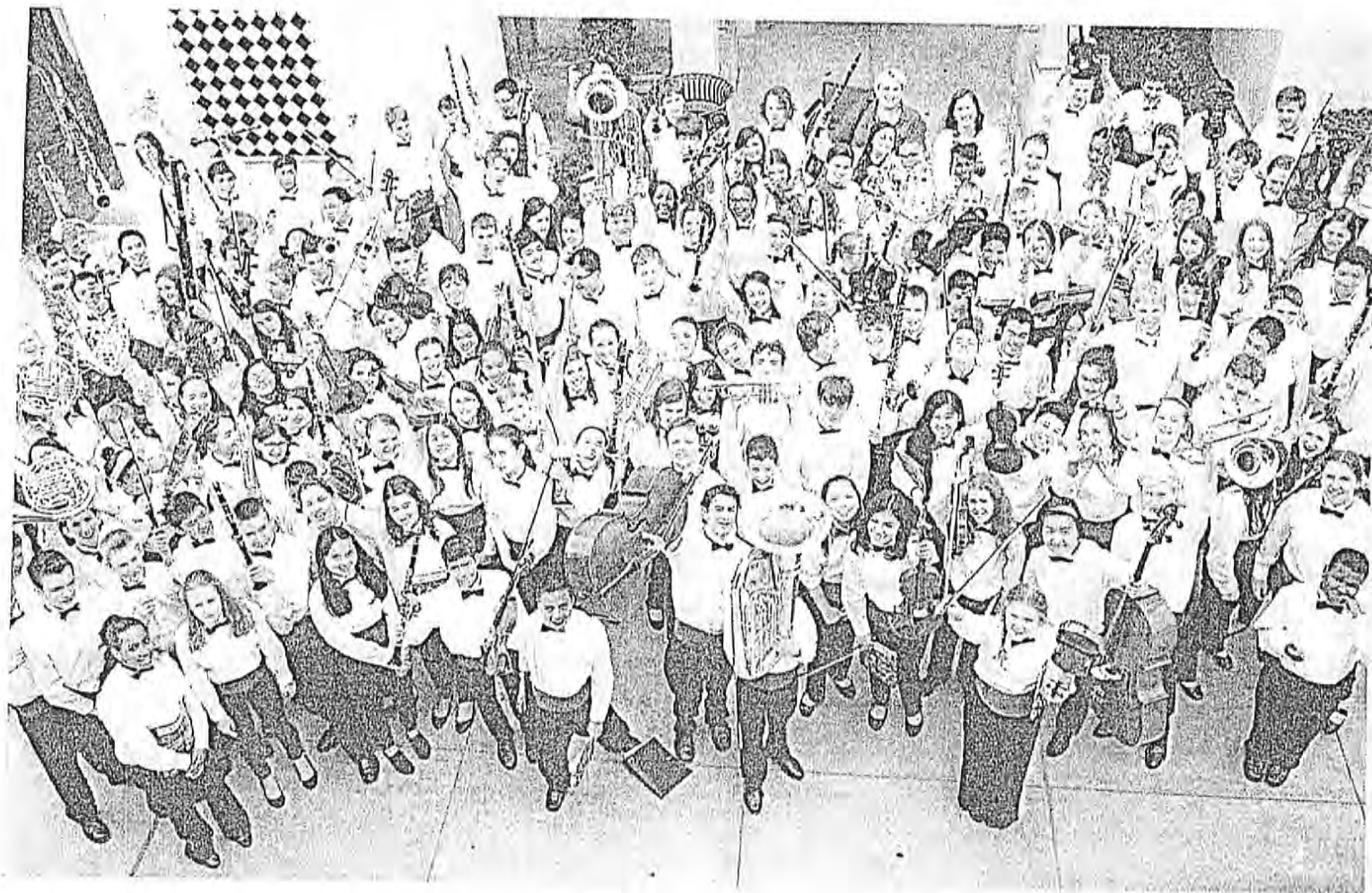


### HEALTH & SAFETY IS OUR #1 PRIORITY

For more than 50 years, we've been known for industry-leading health and safety in educational travel. COVID-19 is surely unprecedented, but WorldStrides has been tackling "unprecedented" for decades. Our experienced team is leading the way, and constantly evolving to meet new requirements for health and safety that are imperative in this environment. Things continue to change, and our protocols will continue to evolve, too. Learn more.







## PACKAGE PRICING PER PERSON

|                  | QUAD<br>ROOMS | TRIPLE<br>ROOMS | DOUBLE<br>ROOMS | SINGLE<br>ROOMS |
|------------------|---------------|-----------------|-----------------|-----------------|
| FESTIVAL<br>ONLY | \$489         |                 |                 |                 |
| 1 NIGHT'S        | \$269         | \$256           | \$289           | \$388           |
| 2 NIGHT'S        | \$289         | \$321           | \$388           | \$588           |
| 3 NIGHT'S        | \$338         | \$388           | \$488           | \$785           |
| 4 NIGHT'S        | \$388         | \$456           | \$588           | \$985           |

*Prices subject to change. Updated 11.1.21*

## OUR PROMISE TO YOU

### INSIDER ACCESS AND KNOW-HOW

THE ACCESS YOU WANT. THE VETERAN KNOW-HOW YOU NEED. WorldStrides opens the door to the very best events, constructed by veteran music staff and run by experienced operations teams. You get the perfect balance of performance and exposure to new cities and culture.

### LEARNING FROM THE MASTERS

THE BEST IN ADJUDICATION AND LIVE-LEARNING EXPERIENCES. Our philosophy on adjudication ensures your group receives constructive, meaningful feedback that reinforces your classroom teachings. With annual training and consistent scoring practices, our adjudication is reliable and fair.

### A CUSTOM-FIT ITINERARY, TAILORED TO YOUR NEEDS

FLEXIBLE ITINERARIES AND PERSONAL SERVICE THAT ALLOW YOU TO FOCUS ON YOUR STUDENTS AND THE MUSIC. Resourceful in-house specialists to customize your program virtually any way you want—dates, length, additional performances, sightseeing, and travel. Pay only for what you want and need.



**Recommended Action from the Committee-of-the-Whole  
Meeting, June 13, 2022.**

**1. 2022-2023 Budget.**

Mover: Linda Ainsworth

that the 2022-2023 Consolidated Expenses Budget, in the amount of \$204,977,928 be approved as presented.

**2. Amendments to Board By-laws.**

Mover: Linda Ainsworth

that the revisions to the Board By-laws, as recommended by the Trustees and legal counsel, be adopted as amended.

June 13, 2022.

Committee-of-the-Whole

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# BUSINESS AND FINANCE

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## Report to the Committee of the Whole

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☐ Information  
☒ Approval

**Meeting Date:** June 13, 2022

**Presented by:** Isabel Grace, Superintendent of Business/Finance

**Subject:** 2022-2023 Draft Budget Information

**Recommended Action(s):** That the Committee of the Whole recommend to the Board that the 2022-2023 Consolidated Expenses Budget, in the amount of \$204,977,928 be approved as presented.

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### Background

In early March of 2022, the Ministry of Education released the draft funding regulations for 2022-23. Since that time, administration has been reviewing its enrolment projections and related grant calculations, staffing allocations, resource needs and departmental requirements. The core objective of the 2022-23 budget process will be to match the Strategic and Operational priorities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board with available resources, and consequently develop a budget that is compliant with the Education Act.

### Addressing Our Strategic Priorities

Actions planned for 2022-23 are intended to reflect the Board's vision ***Building a Community that Accompanies*** and its mission to educate students in faith-filled, safe, inclusive Catholic Learning Communities by nurturing the mind, body and spirit of all. Also a priority is providing supports to further the learning recovery from the COVID-19 pandemic disruptions that began March 2020. The Board's vision and mission are operationalized via the 2022-23 strategic pillars, which are:

- Being Creative



- Being Well
- Being Community.

The following reports and updates were brought forward to trustees this fiscal year:

|               |  |
|---------------|--|
| Feb 7, 2022   | Committee of the Whole (in-camera): Funding considerations potentially affecting staffing for 2022-23 budget process |
| Mar 7, 2022   | Committee of the Whole: 2022-23 Grants for Student Needs (GSN) funding release                                       |
| May 24, 2022  | Board Meeting (in-camera): Update on Budget Strategy   |
| June 13, 2022 | Committee of the Whole: 2022-2023 Draft Budget Information   |

### **Key components and/or changes within the Grants for Student Needs (GSN) for 2022-23**

Over the past two years, the COVID-19 pandemic has had a significant impact on the delivery of educational services in Ontario and across the Globe. The plan to support learning recovery and to modernize education in Ontario for 2022-23 and beyond is outlined in Memorandum 2022:B02 Learning Recovery Action Plan dated February 17, 2022. The Ministry has launched a 5-point action plan for learning recovery:

- Measure and assess
- Strengthen numeracy and literacy skills
- Focus on student resilience and mental well-being
- Deliver comprehensive tutoring supports
- Modernize education to better prepare students for job and life skills

The 2022-23 Grants for Student Needs (GSN) encompass a number of investments to support learning recovery and renewal, and administration is augmenting and leveraging those investments with additional board funded initiatives through the use of enveloped funds and Accumulated Surplus for the 2022-23 school year.

### **Implementation of Prior Year Changes**

Changes that began in prior years continue to be implemented/phased-in for 2022-23 as follows:

- Salary benchmark increases for unionized staff to reflect the legislative limits of 1%. This has been allocated by the Ministry prior to the upcoming labour negotiations for OECTA and CUPE
- The continuation of System Investments/Local Priorities Funding for one more year to address a range of local priorities and needs, which include special education staffing to support children in need, and other support positions.
- Differentiated funding for online e-learning. The credit load benchmarks are being updated for the second year of a multi-year plan to reflect the change in required on-line learning credits announced in Policy/Program Memorandum 167.

## Keeping up with costs

- The Student Transportation Allocation is intended to provide for a cost update amount of 2%, but this increase not been distributed on a board-by-board basis yet. As such, no revenue increase is currently contained within our budget summaries, while our operator contractual increases are fully reflected in our expenditures. Funding adjustments due to fuel price changes will continue to be triggered by the fuel escalation and de-escalation mechanism throughout the school year.
- The non-staff portion of the School Operations Allocation benchmark will be increased by 5.45 % to help boards manage increases in commodity prices and to support increased costs related to the need to run ventilation systems longer and replace filters more frequently.

## Local Challenges for 2022-2023

Some of the inflationary costs and pressures identified by administration have not changed significantly from prior years, but have been magnified with the most recent surges in inflation.

Other pressures are noted below:

- Program pressure
  - protecting the significant investment and continued priority of technology in the classroom. With the expansion in the use of classroom technology, ensuring that up-to-date devices, an effective broadband network and security supports are in place for our students and staff continues to be a priority.
  - maintaining adequate and diverse secondary school programs and supports where small classes are desired or are necessary due to enrolment
  - continued requirements for training and professional learning that have been frustrated since 2019 due to the pandemic and staffing shortages.
  - continued requirements for training and professional learning for legislative due diligence (Health and Safety; Safe Schools; Anti-sex Trafficking; Equity and Inclusion) as well as required resources such as the board's religion resources, and the Be Well strategy
- Managing enrolment changes, and subsequent accommodation concerns, at schools where decline is present in some cases, and growth is present in others.
- Facility improvements to support students with special needs and improve accessibility for our staff, students and stakeholders.
- Staffing and space allocations to meet Ministry guidelines for class sizes
- Continued cost and staffing pressures related to short and long term absences
- Continued cost pressure in departmental budgets where price increases exceed the inflationary funding provided by the government.

## Enrolment Projections-Elementary

Projected Elementary Enrolments for 2022-2023 are as follows:

| Elementary Pupils | Budget Enrolment<br>2021/22 | Revised Estimates<br>2021/22 | Projected<br>Enrolment<br>2022/23 | Variance from<br>Revised<br>Estimates |
|-------------------|-----------------------------|------------------------------|-----------------------------------|---------------------------------------|
|                   | 10,000                      | 10,155                       | 10,155                            | nil                                   |



## Enrolment Projections-Secondary

Projected Secondary Enrolments for 2022-23 are as follows:

| Secondary Pupils | Actual Enrolment<br>2021/22 | Revised Estimates<br>2021/22 | Projected<br>Enrolment<br>2022/23 | Variance from<br>Revised<br>Estimates |
|------------------|-----------------------------|------------------------------|-----------------------------------|---------------------------------------|
|                  | 4,528                       | 4,541.25                     | 4,612.5                           | 71.25                                 |

## Expenditures in Support of Catholic Education

On an annual basis, decisions are made in support of the Board's mission of delivering Catholic Education. These expenditures are funded using components of the many allocations provided in the GSN. Some of these expenditures are explicitly organized as part of Learning Support Services. The more significant of these are as follows:

|  |           |
|--|-----------|
| Centrally assigned staff: Religion and Family Life Consultant  | \$124,000 |
| Support for resources and professional development regarding Religion and Family Life portfolio, including Diocesan contract | 241,961   |
| Secondary School Chaplaincy Leads  | 564,956   |
|  |           |
| Total  | \$930,917 |

In addition, there are many expenditures in support of Catholic education incurred at the school level that are not individually captured for reporting purposes.

Resources specifically related to the Religion and Family Life Program are being phased in over a number of years. The 2022-23 budget continues an allocation to purchase resources related to this implementation. Resources will continue to be needed in future years to provide the annual rollout of additional grades and for professional development to support the new resources.

## Projected 2022-23 School and Central Staffing Allocations

Funding for school boards through the Grants for Student Needs (GSN) is calculated using many different formulae to support particular components of classroom education. The Pupil Foundation Allocation formulae make significant use of benchmarks for staffing, salaries and benefits. The number of teaching staff allocated within the school system must conform to a number of regulatory requirements regarding Class sizes as follows:

Full Day Kindergarten: class size average of 26

Primary Classes: capped at 23, but 90% of classes must be 20 students or below

Intermediate Classes: class size average of 24.5

Secondary School: class size average of 23 except for E-learning classes which may have an average class size of 30.

The differences experienced between the number of teachers funded and the number of teachers allocated/staffed by boards is usually as a result of the pattern of dispersion of students within the board's geographic area.

## School and System Organization

Schools are being organized for 2022-23 in a manner that will achieve the Ministry targets on class size, based on registration confirmed in the spring 2022. Administration anticipates additional students will be enrolling prior to September, and changes may be necessary to reorganize classes at schools in September in order to meet the class size guidelines.

Staff allocations for central departments have been augmented for the 2022-23 budget period in order to support learning recovery, implement our strategic priorities and Ministry initiatives, and meet legislative/operational due diligence and risk management. These changes affect the following departments for 2022-23:

|                            |   |
|----------------------------|---|
| Student Success            | <ul style="list-style-type: none"> <li>new position (funded for 2022-23 by enveloped funds carried forward from previous years) for an <b>Intermediate Deep inquiry Learning Coach</b></li> </ul>   |
| Learning Support Services  | <ul style="list-style-type: none"> <li>new positions - leveraging and augmenting the tutoring funds provided by the Ministry for September 2022 to December 2022 with Board funds/deficit to continue through to the end of the 2022-23 school year only (<b>Itinerant Literacy Coach - 7 FTE positions</b>).</li> <li>new position (funded for 2022-23 by time-limited Learning Recovery funds) for an <b>itinerant ESL Teacher</b> supporting an increase in students that are New Canadians.</li> <li>new position (funded for 2022-23 by enveloped funds carried forward from previous years) for an additional <b>Indigenous Consultant</b></li> <li>new position (funded by Board funds/deficit) for an <b>Equity Advisor/Lead</b> to continue the work begun in the current year and to address our strategic priorities: Ensuring Equity</li> </ul> |
| Special Education Services | <ul style="list-style-type: none"> <li>new position (funded via Learning Recovery Funds) for a <b>Special Education Consultant</b> which will augment current teacher-led support for students living with autism, and identified students struggling with behavior/self-regulation</li> </ul>  |
| Corporate Services         | <ul style="list-style-type: none"> <li>new position (funded by Board funds/deficit) for a <b>Cyber Security Administrator</b> to support our strategic priorities: Expanding Technology</li> </ul>  |

Costs for salary and benefits for the additional positions noted above total approximately \$1.6 million. Specific funding for 2022-23 from the various Ministry allocations and funding will mitigate approximately \$810,000 of the increased costs. Board funds/deficit, will support the new positions not covered by any current allocation for the 2022-23 fiscal year.

Any new positions funded from time limited funding are expected to cease after the 2022-23 fiscal period. Where unfunded positions are intended to extend beyond the 2022-23 school year, departmental budgets are responsible for absorbing the costs for the additional positions



over the next two fiscal years by finding savings internally, or foregoing new initiatives if other general funding from the government comes forward.

### **Funding tied to Expiring Collective Agreements**

As a result of the education sector labour negotiations in 2019, several targeted education investments cease with the expiration of current collective agreements as at August 30, 2022. Namely, these are referred to as i) Local Priorities/Investment in System Priorities funding, and ii) Education Worker Protection Fund.

For 2022-23, the Ministry has opted to continue the Local Priorities Fund (LPF)/Investment in System Priorities (ISP) for both CUPE and OECTA (now referred to as Supports for Students). This continuation has mitigated some job losses that would have otherwise occurred for next year. Continuation beyond that period is subject to central labour negotiations. The Education Worker Protection Fund, however, expires August 30, 2022. This fund was specifically negotiated to support CUPE positions and its expiration has significantly and negatively impacted our support staff positions.

### **Support for Students funding (formerly referred to as Investment in System Priorities/Local Priorities funding)**

The purpose of the Supports for Students funding is to address a range of priorities including special education staffing to support children in need, and “at risk” students. The Support for Students funding is to be used to hire teachers and education workers to either new positions, or to mitigate against the reduction of positions. If these funds do not form part of any new collective agreements bargained post August 2022, the funding ceases August 31, 2023.

For the 2022-23 school year, these funds of **\$1,617,255** are supporting:

- 8.0 Special Education Resource Teachers
- 7.0 Special Education support staff and paraprofessionals
- 4.0 School Operations and Facilities support staff positions
- 1.0 Secretarial support position

### **Education Worker Protection Fund**

The Education Worker Protection Fund was established through the central agreement negotiated during collective bargaining for CUPE in 2019. It was established to reinstate CUPE positions displaced by the expiry of job security provisions in 2019. Provincially, the Ministry provided funding of up to \$20,000,000 annually across school boards where CUPE had a local presence. The Board received a significant allocation of funds and as a result reinstated/maintained a number of support staff positions in various classifications across the school system. For the 2022-23 school year, these funds have expired and positions associated with the funding represent job loss for CUPE support staff.

### **COVID-19 Learning Recovery Fund**

A COVID-19 Learning Recovery Fund has been created for a time-limited period and is expected to be used for temporary additional staffing in 2022-23 to support:

- Front line education workers in the classroom to support learning recovery
- Implementation of the first year of fully de-streamed Grade 9

- Delivery of Remote Learning for 2022-23
- Supports for Special Education
- Maintaining enhanced cleaning standards
- Maintaining support staff previously funded under the expired Education Worker Protection Fund

### Staffing positions funded with Learning Recovery Funds

As noted above, various parameters have been established for this time-limited fund. For the 2022-23 school year, the Board has focused these funds (**\$2,526,714**) on supporting learning recovery, delivery of remote learning, supports for special education, and maintaining some of the CUPE positions previously funded by EWPF and prior COVID-19 funds provided by the Ministry for 2021-22:

- 4.83 FTE educator staffing and a school administrator for students enrolled in Virtual Learning at St. Thomas Aquinas Virtual School
- 9.31 Custodial support positions
- 18.6 Educational Assistants
- 1.0 Special Education Consultant
- 1.0 Itinerant English as a Second Language (ESL) teacher

### Accumulated Surplus

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

Generally, compliance with the Education Act requires total spending to be equal to or less than total revenue. There are circumstances where an in-year deficit is permissible if there were prior surpluses (called Accumulated Surplus). The draw on the accumulated surplus is limited to ensure this action does not place the board in undue financial risk. The draw on accumulated surplus is limited to the lesser of:

- The board's Accumulated Surplus for the preceding year, and
- One percent of the board's operating revenue (approximately \$1.9 million)

For 2022-23, the draft budget is compliant for the purposes of the Education Act, and will reflect a deficit. A net current year deficit for compliance purposes of **\$1,071,460** is being reported. This deficit is attributable to 1) an ongoing/annual expense that is supported by a specific reserve, and 2) strategic one-time or time-limited expenditures that are being supported for 2022-23.

These are:

|           |   |
|-----------|---|
| \$282,996 | Amortization of capital costs for specific committed capital projects. The amortization is supported by funds specifically set aside as Internally Appropriated Surplus and will continue into the future over the life of the capital projects until fully amortized |
| \$498,464 | Funds required to support the 7 FTE positions for the Itinerant Literacy Coaching positions from January 2023 to June 2023.   |



|                    |   |
|--------------------|---|
| \$135,000          | Corporate Services: new position Cyber Security Administrator |
| \$155,000          | Learning Support Services: new position Equity Advisor/Lead   |
| <b>\$1,071,460</b> |   |

The estimated balance of the Operating Accumulated Surplus following the 2022-23 budgeted deficit is outlined below:

|   | Sept 1, 2022        | In-Year Increase/ (Decrease) | Aug 31, 2023        |
|---|---------------------|------------------------------|---------------------|
| <b>Available for Compliance – Unappropriated</b>          |                     |                              |                     |
| Operating Accumulated Surplus                             | <b>\$6,686,897</b>  | <b>(818,464)</b>             | <b>\$5,868,433</b>  |
|   |                     |                              |                     |
| <b>Available for Compliance – Internally appropriated</b> |                     |                              |                     |
| School Activities   | 544,765             |                              | 544,765             |
| Program Equipment   | 523,625             |                              | 523,625             |
| IT Software   | 500,000             |                              | 500,000             |
| Holy Cross Field Capital                                  | 60,000              | 30,000                       | 90,000              |
| Committed Capital Projects                                | 3,265,753           | (282,996)                    | 2,982,757           |
| Facilities/Sites (Capital)                                | 871,952             |                              | 871,952             |
|   |                     |                              |                     |
| Total Internally Appropriated                             | <b>5,766,095</b>    | <b>(252,996)</b>             | <b>5,513,099</b>    |
|   |                     |                              |                     |
| <b>Total Accumulated Surplus Available for Compliance</b> | <b>\$12,452,992</b> | <b>(1,071,460)</b>           | <b>\$11,381,531</b> |

### Concluding comments

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

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

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Consolidated Statement of Operations**  
**For the year ended August 31, 2023**

|  | 2022-23<br>Budget  | 2021-22<br>Revised | 2021-22<br>Budget  |
|--|--------------------|--------------------|--------------------|
|  | \$                 | \$                 | \$                 |
| <b>REVENUES</b>  |                    |                    |                    |
| Provincial grants - Grants for Student Needs                       | 168,272,943        | 161,452,074        | 158,246,969        |
| Provincial grants - Other  | 2,014,315          | 9,330,719          | 5,717,756          |
| Local taxation   | 19,873,603         | 21,361,463         | 23,437,723         |
| Federal grants & fees  | 245,249            | 262,084            | 251,834            |
| Investment income  | 180,000            | 180,000            | 180,000            |
| Other fees & revenues  | 804,446            | 780,500            | 786,749            |
| <b>Subtotal</b>  | <b>191,390,556</b> | <b>193,366,840</b> | <b>188,621,031</b> |
| Grants for minor capital transferred to DCC                        | (941,570)          | (821,414)          | (821,414)          |
| School generated funds   | 3,872,172          | 3,872,172          | 3,872,172          |
| Amortization of Deferred Capital Contributions                     | 9,607,869          | 9,329,981          | 9,215,920          |
| <b>TOTAL REVENUE</b>   | <b>203,929,027</b> | <b>205,747,579</b> | <b>200,887,709</b> |
| <b>EXPENSES</b>  |                    |                    |                    |
| Instruction  | 153,769,297        | 154,001,703        | 149,703,876        |
| Administration   | 5,641,338          | 5,780,181          | 5,730,518          |
| Transportation   | 12,688,062         | 13,391,988         | 13,269,838         |
| Pupil Accommodation  | 27,723,406         | 28,219,606         | 28,046,152         |
| School generated funds   | 3,872,172          | 3,872,172          | 3,872,172          |
| Other  | 1,283,653          | 1,020,000          | 0                  |
| <b>TOTAL EXPENSES</b>  | <b>204,977,928</b> | <b>206,285,650</b> | <b>200,622,556</b> |
| <b>Annual Surplus/(Deficit)</b>                                    | <b>(1,048,901)</b> | <b>(538,071)</b>   | <b>265,153</b>     |
| <b>Accumulated Surplus / (Deficit) at beginning of year</b>        | <b>32,002,193</b>  | <b>32,540,264</b>  | <b>28,500,932</b>  |
| <b>Accumulated Surplus / (Deficit) at end of year</b>              | <b>30,953,292</b>  | <b>32,002,193</b>  | <b>28,766,085</b>  |
| <b>Reconciliation of Annual Surplus/(Deficit) for Compliance</b>   |                    |                    |                    |
| <b>Annual Surplus/(Deficit)</b>                                    | <b>(1,048,901)</b> | <b>(538,071)</b>   | <b>265,153</b>     |
| <b>PSAB Adjustments</b>  |                    |                    |                    |
| Employee Future Benefits   | -                  | -                  | (842,022)          |
| Accrued Interest   | (22,559)           | (21,321)           | (21,321)           |
| <b>Annual Surplus/(Deficit) for Compliance Before Funded Amort</b> | <b>(1,071,460)</b> | <b>(559,392)</b>   | <b>(598,190)</b>   |
| Capital Asset Amortization - funded by committed surplus           | 282,996            | 289,133            | 286,840            |
| <b>Annual Surplus/(Deficit) for Compliance</b>                     | <b>(788,464)</b>   | <b>(270,259)</b>   | <b>(311,350)</b>   |
| Retirement Gratuity Amortization - funded by committed surplus     | -                  | -                  | 311,350            |
| Holy Cross Field Capital Reserve                                   | (30,000)           | (30,000)           | (30,000)           |
| <b>Annual Surplus/(Deficit) funded from Working Funds</b>          | <b>(818,464)</b>   | <b>(300,259)</b>   | <b>(30,000)</b>    |



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

|  | <b>Budget<br/>2022/23</b> |               | <b>Revised Budget<br/>2021/22</b> |               | <b>Budget<br/>2021/22</b> |              |
|--|---------------------------|---------------|-----------------------------------|---------------|---------------------------|--------------|
| <b>INSTRUCTION</b>                                     | \$                        | %             |                                   |               |                           |              |
| Classroom Teachers                                     | 96,357,471                | 47.0%         | 95,570,534                        | 46.3%         | 94,928,023                | 46.0%        |
| Supply Teachers, Teacher Assistants and RECE           | 4,865,423                 | 2.4%          | 5,072,352                         | 2.5%          | 4,866,940                 | 2.4%         |
| Teacher Assistants                                     | 16,470,437                | 8.0%          | 17,965,395                        | 8.7%          | 16,674,458                | 8.1%         |
| Early Childhood Educators                              | 3,800,793                 | 1.9%          | 3,905,694                         | 1.9%          | 3,718,719                 | 1.8%         |
| Textbooks/Supplies                                     | 4,505,962                 | 2.2%          | 5,053,114                         | 2.4%          | 4,398,367                 | 2.1%         |
| Computers  | 768,232                   | 0.4%          | 823,248                           | 0.4%          | 688,321                   | 0.3%         |
| Professionals, Paraprofessionals                       | 4,930,861                 | 2.4%          | 4,604,691                         | 2.2%          | 4,444,093                 | 2.2%         |
| Library and Guidance                                   | 3,233,225                 | 1.6%          | 3,178,632                         | 1.5%          | 3,216,554                 | 1.6%         |
| Staff Development                                      | 1,237,301                 | 0.6%          | 1,356,985                         | 0.7%          | 887,653                   | 0.4%         |
| Department Heads                                       | 277,123                   | 0.1%          | 277,123                           | 0.1%          | 300,608                   | 0.1%         |
| Principals and Vice-Principals                         | 7,823,404                 | 3.8%          | 7,606,896                         | 3.7%          | 7,502,633                 | 3.6%         |
| School Office - Secretarial and Supplies               | 4,115,040                 | 2.0%          | 4,292,177                         | 2.1%          | 4,185,323                 | 2.0%         |
| Coordinators and Consultants                           | 4,295,054                 | 2.1%          | 3,131,098                         | 1.5%          | 2,888,345                 | 1.4%         |
| Continuing Education                                   | 268,596                   | 0.1%          | 383,331                           | 0.2%          | 313,331                   | 0.2%         |
| Amortization   | 820,375                   | 0.4%          | 780,433                           | 0.4%          | 690,508                   | 0.3%         |
| <b>TOTAL INSTRUCTION</b>                               | <b>153,769,297</b>        | <b>75.0%</b>  | <b>154,001,703</b>                | <b>74.7%</b>  | <b>149,703,876</b>        | <b>72.6%</b> |
| <b>ADMINISTRATION</b>                                  |                           |               |                                   |               |                           |              |
| Trustees   | 134,814                   | 0.1%          | 126,870                           | 0.1%          | 127,187                   | 0.1%         |
| Director and Supervisory Officers                      | 1,071,147                 | 0.5%          | 1,065,889                         | 0.5%          | 1,069,584                 | 0.5%         |
| Board Administration                                   | 4,311,282                 | 2.1%          | 4,458,740                         | 2.2%          | 4,429,170                 | 2.1%         |
| Amortization   | 124,095                   | 0.1%          | 128,682                           | 0.1%          | 104,577                   | 0.1%         |
| <b>TOTAL ADMINISTRATION</b>                            | <b>5,641,338</b>          | <b>2.8%</b>   | <b>5,780,181</b>                  | <b>2.8%</b>   | <b>5,730,518</b>          | <b>2.8%</b>  |
| <b>TRANSPORTATION</b>                                  |                           |               |                                   |               |                           |              |
| Pupil Transportation                                   | 12,688,062                | 6.2%          | 13,391,988                        | 6.5%          | 13,269,838                | 6.4%         |
| <b>TOTAL TRANSPORTATION</b>                            | <b>12,688,062</b>         | <b>6.2%</b>   | <b>13,391,988</b>                 | <b>6.5%</b>   | <b>13,269,838</b>         | <b>6.4%</b>  |
| <b>PUPIL ACCOMODATION</b>                              |                           |               |                                   |               |                           |              |
| School Operations and Maintenance                      | 17,239,439                | 8.4%          | 17,737,155                        | 8.6%          | 17,566,026                | 8.5%         |
| Other Pupil Accommodation                              | 1,537,572                 | 0.8%          | 1,772,451                         | 0.9%          | 1,772,451                 | 0.9%         |
| Amortization   | 8,946,395                 | 4.4%          | 8,710,000                         | 4.2%          | 8,707,675                 | 4.2%         |
| <b>TOTAL PUPIL ACCOMODATION</b>                        | <b>27,723,406</b>         | <b>13.5%</b>  | <b>28,219,606</b>                 | <b>13.7%</b>  | <b>28,046,152</b>         | <b>13.6%</b> |
| <b>OTHER</b>   |                           |               |                                   |               |                           |              |
| School Generated Funds                                 | 3,872,172                 | 1.9%          | 3,872,172                         | 1.9%          | 3,872,172                 | 1.9%         |
| Other Non-Operating                                    | 15,000                    | 0.0%          | 1,020,000                         | 0.5%          | -                         | 0.0%         |
| Provision for Contingencies                            | 1,268,653                 | 0.6%          | -                                 | 0.0%          | -                         | 0.0%         |
| <b>TOTAL OTHER</b>                                     | <b>5,155,825</b>          | <b>2.5%</b>   | <b>4,892,172</b>                  | <b>2.4%</b>   | <b>3,872,172</b>          | <b>1.9%</b>  |
| <b>TOTAL EXPENSES</b>                                  | <b>204,977,928</b>        | <b>100.0%</b> | <b>206,285,650</b>                | <b>100.0%</b> | <b>200,622,556</b>        | <b>97.3%</b> |
| <b>Reconciliation to Summary of Operating Expenses</b> |                           |               |                                   |               |                           |              |
| Minor TCA - Capitalized                                | 941,570                   |               | 821,414                           |               | 821,414                   |              |
| Employee Future Benefits                               | -                         |               | -                                 |               | 842,022                   |              |
| Amortization   | (9,890,865)               |               | (9,619,115)                       |               | (9,502,760)               |              |
| Accrued Interest                                       | 22,559                    |               | 21,321                            |               | 21,321                    |              |
| School Generated Funds                                 | (3,872,172)               |               | (3,872,172)                       |               | (3,872,172)               |              |
| <b>TOTAL EXPENSES PER OPERATING SUMMARY</b>            | <b>192,179,020</b>        |               | <b>193,637,098</b>                |               | <b>188,932,381</b>        |              |

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

| <b>Expenses</b>                         | <b>Budget<br/>2022/23</b> |               | <b>Revised Budget<br/>2021/22</b> |               | <b>Budget<br/>2021/22</b> |               |
|---|---------------------------|---------------|-----------------------------------|---------------|---------------------------|---------------|
|   | \$                        | %             | \$                                | %             | \$                        | %             |
| Salaries and Wages                      | 133,729,883               | 65.2%         | 133,974,196                       | 64.9%         | 131,672,270               | 65.6%         |
| Employee Benefits                       | 25,524,276                | 12.5%         | 25,605,188                        | 12.4%         | 24,882,669                | 12.4%         |
| Employee Benefits - Future Benefits     | 735,483                   | 0.4%          | 755,248                           | 0.4%          | 634,091                   | 0.3%          |
| Staff Development                       | 678,764                   | 0.3%          | 735,364                           | 0.4%          | 607,682                   | 0.3%          |
| Supplies and services                   | 14,093,725                | 6.9%          | 14,864,470                        | 7.2%          | 13,958,165                | 7.0%          |
| Interest                                | 1,537,572                 | 0.8%          | 1,772,451                         | 0.9%          | 1,772,451                 | 0.9%          |
| Rental                                  | 26,566                    | 0.0%          | 26,566                            | 0.0%          | 26,566                    | 0.0%          |
| Fees and contract services              | 17,251,308                | 8.4%          | 17,710,379                        | 8.6%          | 17,363,229                | 8.7%          |
| Other, includes Fees and Memberships    | 240,833                   | 0.1%          | 1,222,673                         | 0.6%          | 202,673                   | 0.1%          |
| Provision for Contingencies             | 1,268,653                 | 0.6%          | -                                 | 0.0%          | -                         | 0.0%          |
| Amortization of tangible capital assets | 9,890,865                 | 4.8%          | 9,619,115                         | 4.7%          | 9,502,760                 | 4.7%          |
|   | <b>204,977,928</b>        | <b>100.0%</b> | <b>206,285,650</b>                | <b>100.0%</b> | <b>200,622,556</b>        | <b>100.0%</b> |

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Summary of Capital Expenditures**

|  | <b>Budget<br/>2022/23</b> | <b>Revised Budget<br/>2021/22</b> | <b>Actual<br/>2020/21</b> |
|--|---------------------------|-----------------------------------|---------------------------|
|  | <b>\$</b>                 | <b>\$</b>                         | <b>\$</b>                 |
| Various Building Upgrades - Renewal Funding for Projects         | 2,267,769                 | 2,500,000                         | 2,155,659                 |
| Various Building Upgrades - School Conditioning                  | 5,414,912                 | 5,146,000                         | 2,393,948                 |
| Various Building Upgrades - Capital Priorities                   | 3,209,578                 | 272,398                           | 227,798                   |
| Various Building Upgrades - Proceeds of Disposition              | 500,000                   |                                   |                           |
| Various Building Upgrades - Covid Resilience                     |                           | 3,613,317                         | 3,462,328                 |
| Various Building Upgrade - CAIF                                  |                           |                                   | 375,534                   |
| Land Improvement Upgrade - Capital Reserve and City Contribution |                           |                                   | 1,616,353                 |
| Computer Plan  | 841,570                   | 746,414                           | 1,406,787                 |
| Portable Moves supported by Capital Funding                      | 59,617                    | 56,097                            | 94,498                    |
| Minor Tangible Capital Asset additions                           | 100,000                   | 75,000                            | 449,304                   |
| <b>Total</b>   | <b>12,393,446</b>         | <b>12,409,226</b>                 | <b>12,182,209</b>         |

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



**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Detail of Accumulated Surplus/(Deficit)**  
**For the year ended August 31, 2023**

|   | Sept 1, 2022      | In-Year Increase<br>(+) / Decrease (-) | Aug 31, 2023      |
|---|-------------------|--|-------------------|
|   | \$                |  | \$                |
| <b>Available for Compliance - Unappropriated</b>  |                   |  |                   |
| Operating Accumulated Surplus (previously working & operating funds)                              | 6,686,897         | -818,464                               | 5,868,433         |
| <b>Total Unappropriated</b>   | <b>6,686,897</b>  | <b>-818,464</b>                        | <b>5,868,433</b>  |
| <b>Available for Compliance - Internally Appropriated</b>   |                   |  |                   |
| Retirement Gratuities   | 0                 | 0                                      | 0                 |
| WSIB  | 0                 | 0                                      | 0                 |
| Other Purposes - Operating  |                   |  |                   |
| School Activities   | 544,765           | 0                                      | 544,765           |
| Program Equipment   | 523,625           | 0                                      | 523,625           |
| IT Software   | 500,000           |  | 500,000           |
| Holy Cross Field Capital  | 60,000            | 30,000                                 | 90,000            |
| Committed Capital Projects  | 3,265,753         | -282,996                               | 2,982,757         |
| <b>Other Purposes - Capital (please specify):</b>   |                   |  |                   |
| Facilities/Sites  | 871,952           | 0                                      | 871,952           |
| <b>Total Internally Appropriated</b>  | <b>5,766,095</b>  | <b>-252,996</b>                        | <b>5,513,099</b>  |
| <b>Total Accumulated Surplus / (Deficit) Available for Compliance (Sum of lines 1.3 and 2.14)</b> | <b>12,452,992</b> | <b>-1,071,460</b>                      | <b>11,381,532</b> |
| <b>Unavailable for Compliance</b>   |                   |  |                   |
| Employee Future Benefits - retirement gratuity liability  | 0                 | 0                                      | 0                 |
| Employee Future Benefits - Retirement Health and Dental   | 0                 | 0                                      | 0                 |
| Employee Future Benefits - other  | 0                 | 0                                      | 0                 |
| Interest to be Accrued  | -95,968           | 22,559                                 | -73,409           |
| School Generated Funds  | 1,799,956         | 0                                      | 1,799,956         |
| Revenues recognized for land  | 17,845,213        | 0                                      | 17,845,213        |
| <b>Total Unavailable for Compliance</b>   | <b>19,549,201</b> | <b>22,559</b>                          | <b>19,571,760</b> |
| <b>Total Accumulated Surplus/(Deficit)</b>  | <b>32,002,193</b> | <b>-1,048,901</b>                      | <b>30,953,292</b> |

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

|                             | <b>Budget<br/>2022/23</b> | <b>Revised<br/>2021/22</b> | <b>Budget<br/>2021/22</b> | <b>Actual<br/>2020/21</b> | <b>Actual<br/>2019/20</b> | <b>Actual<br/>2018/19</b> |
|-----------------------------|---------------------------|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Day School Enrolment</b> |                           |                            |                           |                           |                           |                           |
| Elementary                  | 10,155.00                 | 10,155.00                  | 10,000.00                 | 10,035.00                 | 10,307.25                 | 10,354.75                 |
| Secondary                   | 4,612.50                  | 4,541.25                   | 4,528.00                  | 4,594.13                  | 4,559.26                  | 4,634.73                  |
| <b>Total</b>                | <b>14,767.50</b>          | <b>14,696.25</b>           | <b>14,528.00</b>          | <b>14,629.13</b>          | <b>14,866.51</b>          | <b>14,989.48</b>          |
|                             |                           |                            |                           |                           |                           |                           |
| <b>Number of Schools</b>    |                           |                            |                           |                           |                           |                           |
| Elementary                  | 30                        | 30                         | 30                        | 30                        | 30                        | 30                        |
| Secondary                   | 6                         | 6                          | 6                         | 6                         | 6                         | 6                         |
| <b>Total</b>                | <b>36</b>                 | <b>36</b>                  | <b>36</b>                 | <b>36</b>                 | <b>36</b>                 | <b>36</b>                 |

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

|   | Budget<br>2022/23  | Revised Budget<br>2021/22 | Budget<br>2021/22  |
|---|--------------------|---------------------------|--------------------|
| <b>MINISTRY OPERATING GRANTS</b>                                  | <b>\$</b>          | <b>\$</b>                 | <b>\$</b>          |
| Foundation Alloc. - Elementary                                    | 56,996,200         | 56,291,386                | 55,424,645         |
| School Foundation - Elementary                                    | 7,914,377          | 7,575,504                 | 7,517,328          |
| Foundation Alloc. - Secondary                                     | 27,212,075         | 26,515,476                | 26,414,401         |
| School Foundation - Secondary                                     | 3,911,712          | 3,935,275                 | 3,916,747          |
| Parent Engagement Allocation                                      | 45,006             | 25,493                    | 25,464             |
| Mental Health and Well-Being                                      | 1,098,149          | 704,281                   | 700,751            |
| Special Education Alloc.  | 25,172,949         | 25,146,919                | 24,674,854         |
| Deferred Revenue SEA Equipment and ABA Training                   | -                  | 542,521                   | -                  |
| Education and Community Partnership Program                       | 264,417            | 117,766                   | 117,766            |
| Language Allocation   | 2,962,722          | 2,806,083                 | 2,798,445          |
| Supported Schools   | 13,387             | 1,828                     | 9,841              |
| Indigenous Education Allocation                                   | 1,600,930          | 1,353,844                 | 1,391,043          |
| Deferred Revenue Indigenous Education                             | 121,540            | 101,146                   | -                  |
| Remote & Rural Allocation   | 641,341            | 651,148                   | 698,825            |
| Rural and Northern Education Fund                                 | 358,254            | 367,063                   | 367,063            |
| Learning Opportunity Allocation                                   | 766,932            | 775,285                   | 775,717            |
| Supports for Students Fund  | 1,685,117          | 1,650,813                 | 1,650,813          |
| OFIP Tutoring, SHSM, Outdoor Ed, Experiential Learning            | 1,097,245          | 929,436                   | 926,886            |
| Deferred Revenue Targeted Student Supports                        | 117,589            | 153,368                   | 19,533             |
| Deferred Revenue Experiential Learning                            | -                  | 85,038                    | -                  |
| Continuing Education and Summer School                            | 494,777            | 490,896                   | 489,596            |
| Cost Adjustment and Teacher Qualification and Experience,         | 14,598,595         | 14,072,942                | 15,368,452         |
| Benefits Trust Funding  | 1,527,194          | 1,714,087                 | 1,630,553          |
| ECE Qualification and Experience                                  | 981,117            | 959,314                   | 928,140            |
| New Teacher Induction Program and Teacher Learning and Innovation | 163,540            | 135,210                   | 137,116            |
| Transportation Allocation   | 12,191,849         | 12,131,629                | 12,071,341         |
| Administration & Governance                                       | 5,081,987          | 5,046,222                 | 5,015,552          |
| Program Leadership Allocation                                     | 1,000,496          | 999,389                   | 999,389            |
| School Operations Allocation                                      | 15,802,686         | 15,370,311                | 15,214,898         |
| Community Use of Schools  | 207,517            | 206,311                   | 206,311            |
| Capital Debt Support - Interest Portion                           | 1,590,131          | 1,817,772                 | 1,817,772          |
| Declining Enrolment   | -                  | 139,783                   | 375,449            |
| COVID-19 Learning Recovery Fund                                   | 2,526,714          | -                         | -                  |
| <b>Total Operating Grants for Student Needs</b>                   | <b>188,146,546</b> | <b>182,813,537</b>        | <b>181,684,692</b> |
| <b>Other Revenues</b>   |                    |                           |                    |
| Tuition fees  | 245,249            | 262,084                   | 261,894            |
| School College Work - Co-ordination and Clerical Support          | 153,000            | 113,000                   | 121,600            |
| SHSM Expansion Sections   | 475,000            | 380,000                   | 380,000            |
| COVID - Reopening Additional Staffing                             | -                  | 2,526,714                 | 323,720            |
| COVID - Additional Special Education                              | -                  | 170,866                   | -                  |
| COVID - Additional Mental Health                                  | -                  | 292,267                   | 93,160             |
| COVID - Enhanced Cleaning/School Operations                       | -                  | 211,308                   | 105,654            |
| Tutoring Supports   | 338,133            | -                         | -                  |
| Collective Agreement Funding - Education Worker Protection        | -                  | 1,991,618                 | 1,991,618          |
| Collective Agreement Funding - Investment in System Priorities    | -                  | 267,042                   | 267,042            |
| Community Use   | 90,000             | 60,000                    | 90,000             |
| Best Start, Day Care and Extended Day Rent                        | 191,000            | 181,000                   | 181,000            |
| Interest revenue  | 180,000            | 180,000                   | 180,000            |
| OYAP  | 194,765            | 194,765                   | 194,765            |
| Special Grants - Targeted Funding                                 | 853,417            | 3,204,889                 | 2,240,197          |
| Miscellaneous revenues and recoveries                             | 148,067            | 146,567                   | 135,000            |
| Secondment  | 375,379            | 371,189                   | 370,688            |
| <b>Total Other Revenues</b>                                       | <b>3,244,010</b>   | <b>10,553,309</b>         | <b>6,936,338</b>   |
| <b>Total revenues</b>   | <b>191,390,557</b> | <b>193,366,847</b>        | <b>188,621,032</b> |
| <b>Expenditures - see schedule</b>                                | <b>192,179,021</b> | <b>193,637,106</b>        | <b>188,932,382</b> |
| <b>Net revenues (expenditures)</b>                                | <b>(788,464)</b>   | <b>(270,259)</b>          | <b>(311,350)</b>   |



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

|   | <b>Budget<br/>2022/23</b> | <b>Revised Budget<br/>2021/22</b> | <b>Budget<br/>2021/22</b> |
|---|---------------------------|-----------------------------------|---------------------------|
|   | \$                        | \$                                | \$                        |
| Elementary                                | 79,716,559                | 78,372,231                        | 77,894,114                |
| Secondary                                 | 41,188,946                | 40,997,762                        | 40,501,067                |
| Central                                   | 11,150,236                | 10,512,726                        | 10,420,037                |
| Department Budgets                        | 26,683,596                | 25,971,463                        | 25,749,105                |
| Summer School                             | 268,596                   | 313,331                           | 313,331                   |
| Special Education                         | 30,944,896                | 32,656,631                        | 30,206,489                |
| Supported Capital Debt - Interest Portion | 1,560,131                 | 1,793,772                         | 1,793,772                 |
| <b>Total Operating Expenditures</b>       | <u>191,512,960</u>        | <u>190,617,917</u>                | <u>186,877,915</u>        |
| <b>Special Grant Expenditures</b>         | <u>666,061</u>            | <u>3,019,189</u>                  | <u>2,054,467</u>          |
| <b>Total</b>                              | <u><u>192,179,021</u></u> | <u><u>193,637,106</u></u>         | <u><u>188,932,382</u></u> |

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

|                                    | Budget<br>2022/23 |                   | Revised Budget<br>2021/22 |                   | Budget<br>2021/22 |                   |
|------------------------------------|-------------------|-------------------|---------------------------|-------------------|-------------------|-------------------|
| <b>Expenditures</b>                | <b>FTE</b>        | <b>\$</b>         | <b>FTE</b>                | <b>\$</b>         | <b>FTE</b>        | <b>\$</b>         |
| <b>Classroom</b>                   |                   |                   |                           |                   |                   |                   |
| <b>Instructional</b>               |                   |                   |                           |                   |                   |                   |
| Salaries                           | 532.00            | 50,226,380        | 536.87                    | 49,345,725        | 519.00            | 49,096,226        |
| Benefits                           |                   | 7,558,381         |                           | 7,485,592         |                   | 7,557,104         |
| <b>Literacy Coaches</b>            |                   |                   |                           |                   |                   |                   |
| Salaries                           | 7.00              | 732,298           | -                         | -                 | -                 | -                 |
| Benefits                           |                   | 88,308            |                           | -                 |                   | -                 |
| <b>ESL Teachers</b>                |                   |                   |                           |                   |                   |                   |
| Salaries                           | 2.00              | 208,192           | 1.00                      | 103,578           | 1.00              | 103,578           |
| Benefits                           |                   | 28,081            |                           | 13,795            |                   | 13,689            |
| <b>Early Childhood Educators</b>   |                   |                   |                           |                   |                   |                   |
| Salaries                           | 62.00             | 2,772,081         | 64.00                     | 2,831,356         | 61.00             | 2,692,736         |
| Benefits                           |                   | 1,061,149         |                           | 1,074,338         |                   | 1,025,982         |
| Supply Wages and Benefits          |                   | 185,832           |                           | 176,422           |                   | 175,413           |
| <b>Supply Teacher Costs</b>        |                   |                   |                           |                   |                   |                   |
| Salaries                           |                   | 2,271,275         |                           | 2,285,993         |                   | 2,206,993         |
| Benefits                           |                   | 221,659           |                           | 211,982           |                   | 204,260           |
| <b>Library Support Specialists</b> |                   |                   |                           |                   |                   |                   |
| Salaries                           | 19.25             | 739,853           | 19.25                     | 732,528           | 19.25             | 732,528           |
| Benefits                           |                   | 294,417           |                           | 290,063           |                   | 290,115           |
| Supply Wages and Benefits          |                   | 19,606            |                           | 19,506            |                   | 19,506            |
| <b>School Administration</b>       |                   |                   |                           |                   |                   |                   |
| <b>Principals</b>                  |                   |                   |                           |                   |                   |                   |
| Salaries                           | 28.00             | 3,558,418         | 28.00                     | 3,447,952         | 28.00             | 3,450,420         |
| Benefits                           |                   | 488,570           |                           | 463,481           |                   | 558,857           |
| Supply Wages and Benefits          |                   | 20,300            |                           | 50,800            |                   | 40,300            |
| <b>Vice - Principals</b>           |                   |                   |                           |                   |                   |                   |
| Salaries                           | 10.17             | 1,157,391         | 8.84                      | 995,988           | 8.84              | 1,001,438         |
| Benefits                           |                   | 152,043           |                           | 126,349           |                   | 125,371           |
| Supply Wages and Benefits          |                   | 11,200            |                           | 48,992            |                   | 10,980            |
| <b>Secretarial</b>                 |                   |                   |                           |                   |                   |                   |
| Salaries                           | 35.37             | 1,495,874         | 36.81                     | 1,532,219         | 36.07             | 1,501,540         |
| Benefits                           |                   | 571,903           |                           | 583,343           |                   | 571,001           |
| Supply Wages and Benefits          |                   | 77,084            |                           | 91,747            |                   | 75,676            |
| <b>School Operations</b>           |                   |                   |                           |                   |                   |                   |
| Salaries                           | 62.50             | 3,082,090         | 74.69                     | 3,636,928         | 74.56             | 3,628,961         |
| Benefits                           |                   | 1,122,378         |                           | 1,274,639         |                   | 1,276,357         |
| Temp and overtime                  |                   | 310,824           |                           | 311,969           |                   | 321,114           |
| <b>School Budgets</b>              |                   | 1,260,971         |                           | 1,236,946         |                   | 1,213,970         |
| <b>Total</b>                       |                   | <b>79,716,559</b> |                           | <b>78,372,231</b> |                   | <b>77,894,114</b> |

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

|                                    | Budget<br>2022/23 |                   | Revised Budget<br>2021/22 |                   | Budget<br>2021/22 |                   |
|------------------------------------|-------------------|-------------------|---------------------------|-------------------|-------------------|-------------------|
| <b>Expenditures</b>                | <b>FTE</b>        | <b>\$</b>         | <b>FTE</b>                | <b>\$</b>         | <b>FTE</b>        | <b>\$</b>         |
| <b>Classroom</b>                   |                   |                   |                           |                   |                   |                   |
| <b>Instructional</b>               |                   |                   |                           |                   |                   |                   |
| Salaries                           | 265.16            | 25,767,699        | 262.00                    | 25,500,984        | 254.46            | 24,907,134        |
| Benefits                           |                   | 3,933,525         |                           | 3,837,686         |                   | 3,943,337         |
| Curriculum Chair allowances        |                   | 228,573           |                           | 226,310           |                   | 247,660           |
| <b>Supply Teacher Costs</b>        |                   |                   |                           |                   |                   |                   |
| Salaries                           |                   | 904,289           |                           | 959,400           |                   | 949,900           |
| Benefits                           |                   | 89,400            |                           | 86,925            |                   | 85,930            |
| <b>Guidance</b>                    |                   |                   |                           |                   |                   |                   |
| Salaries                           | 12.00             | 1,269,690         | 12.00                     | 1,256,304         | 12.00             | 1,256,304         |
| Benefits                           |                   | 169,714           |                           | 166,154           |                   | 164,881           |
| Supply Wages and Benefits          |                   | -                 |                           | -                 |                   | -                 |
| <b>Library</b>                     |                   |                   |                           |                   |                   |                   |
| Salaries                           | 4.67              | 485,652           | 4.50                      | 463,338           | 4.84              | 498,346           |
| Benefits                           |                   | 65,557            |                           | 62,009            |                   | 66,181            |
| <b>Library Support Specialists</b> |                   |                   |                           |                   |                   |                   |
| Salaries                           | 3.46              | 135,884           | 3.32                      | 128,925           | 3.32              | 128,925           |
| Benefits                           |                   | 54,102            |                           | 51,099            |                   | 51,063            |
| Supply Wages and Benefits          |                   | 8,363             |                           | 8,105             |                   | 8,105             |
| <b>Chaplaincy Leaders</b>          |                   |                   |                           |                   |                   |                   |
| Salaries                           | 5.57              | 445,489           | 5.57                      | 440,072           | 5.57              | 440,072           |
| Benefits                           |                   | 119,467           |                           | 116,012           |                   | 118,271           |
| <b>School Administration</b>       |                   |                   |                           |                   |                   |                   |
| <b>Principals</b>                  |                   |                   |                           |                   |                   |                   |
| Salaries                           | 6.00              | 821,475           | 6.00                      | 791,052           | 6.00              | 797,316           |
| Benefits                           |                   | 116,316           |                           | 113,878           |                   | 155,599           |
| Supply Wages and Benefits          |                   | 2,210             |                           | 2,200             |                   | 2,200             |
| <b>Vice - Principals</b>           |                   |                   |                           |                   |                   |                   |
| Salaries                           | 10.00             | 1,230,432         | 10.83                     | 1,284,540         | 10.83             | 1,284,338         |
| Benefits                           |                   | 150,693           |                           | 155,631           |                   | 154,339           |
| Supply Wages and Benefits          |                   | -                 |                           | 65,732            |                   | -                 |
| <b>Secretarial</b>                 |                   |                   |                           |                   |                   |                   |
| Salaries                           | 24.00             | 1,022,646         | 25.00                     | 1,055,777         | 25.00             | 1,055,777         |
| Benefits                           |                   | 394,374           |                           | 405,066           |                   | 407,075           |
| Supply Wages and Benefits          |                   | 52,290            |                           | 54,307            |                   | 54,307            |
| <b>School Operations</b>           |                   |                   |                           |                   |                   |                   |
| Salaries                           | 39.00             | 1,966,266         | 41.00                     | 2,027,912         | 40.00             | 1,995,613         |
| Benefits                           |                   | 720,959           |                           | 738,266           |                   | 727,436           |
| Temp and overtime                  |                   | 182,168           |                           | 173,313           |                   | 186,313           |
| <b>School Budgets</b>              |                   | 851,711           |                           | 826,766           |                   | 814,647           |
| <b>Total</b>                       |                   | <b>41,188,946</b> |                           | <b>40,997,762</b> |                   | <b>40,501,067</b> |



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

|  | <b>Budget<br/>2022/23</b> |                   | <b>Revised Budget<br/>2021/22</b> |                   | <b>Budget<br/>2021/22</b> |                   |
|--|---------------------------|-------------------|-----------------------------------|-------------------|---------------------------|-------------------|
| <b>Expenditures</b>                        | <b>FTE</b>                | <b>\$</b>         | <b>FTE</b>                        | <b>\$</b>         | <b>FTE</b>                | <b>\$</b>         |
| <b>Consultants and Principal</b>           |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 10.00                     | 1,123,656         | 8.00                              | 895,617           | 8.00                      | 895,657           |
| Benefits                                   |                           | 141,222           |                                   | 111,628           |                           | 110,778           |
| <b>Safe Schools and Students at Risk</b>   |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 3.00                      | 272,818           | 3.00                              | 272,104           | 3.00                      | 272,104           |
| Benefits                                   |                           | 50,547            |                                   | 49,684            |                           | 49,429            |
| <b>Central Professionals and Clerical</b>  |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 7.80                      | 600,918           | 5.80                              | 413,765           | 5.80                      | 413,765           |
| Benefits                                   |                           | 173,728           |                                   | 123,318           |                           | 124,561           |
| <b>Information Technology</b>              |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 17.00                     | 1,283,541         | 17.00                             | 1,198,302         | 17.00                     | 1,186,552         |
| Benefits                                   |                           | 371,270           |                                   | 346,615           |                           | 350,432           |
| Overtime and temp wages and benefits       |                           | 27,141            |                                   | 27,141            |                           | 27,141            |
| <b>Trustees</b>                            |                           |                   |                                   |                   |                           |                   |
| Salaries and benefits                      |                           | 84,189            |                                   | 84,295            |                           | 84,612            |
| <b>Director and Superintendents</b>        |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 7.00                      | 1,193,049         | 7.00                              | 1,198,693         | 7.00                      | 1,193,590         |
| Benefits                                   |                           | 145,238           |                                   | 141,756           |                           | 145,239           |
| <b>Admin Assistants and SO Support</b>     |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 6.00                      | 419,969           | 6.00                              | 429,222           | 6.00                      | 424,976           |
| Benefits                                   |                           | 124,129           |                                   | 123,969           |                           | 124,046           |
| Overtime and temp wages and benefits       |                           | 14,000            |                                   | 19,000            |                           | 14,000            |
| <b>General and Business Administration</b> |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 11.91                     | 997,169           | 11.91                             | 988,743           | 11.91                     | 988,743           |
| Benefits                                   |                           | 282,887           |                                   | 276,232           |                           | 279,127           |
| Overtime and temp wages and benefits       |                           | 6,500             |                                   | 6,500             |                           | 6,500             |
| <b>Human Resources and H&amp;S</b>         |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 8.00                      | 760,927           | 9.00                              | 796,350           | 8.00                      | 739,262           |
| Benefits                                   |                           | 202,956           |                                   | 205,989           |                           | 197,684           |
| Overtime and temp wages and benefits       |                           | 4,873             |                                   | 4,873             |                           | 4,873             |
| <b>Communications</b>                      |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 3.57                      | 283,339           | 3.57                              | 276,918           | 3.57                      | 285,418           |
| Benefits                                   |                           | 78,992            |                                   | 75,796            |                           | 79,194            |
| <b>School Operations and Maintenance</b>   |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 19.50                     | 1,323,496         | 18.75                             | 1,285,524         | 18.75                     | 1,257,453         |
| Benefits                                   |                           | 413,806           |                                   | 395,005           |                           | 390,919           |
| Overtime and temp wages and benefits       |                           | 35,119            |                                   | 35,119            |                           | 43,915            |
| <b>Transportation</b>                      |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 4.00                      | 281,534           | 4.00                              | 284,377           | 4.00                      | 283,537           |
| Benefits                                   |                           | 75,135            |                                   | 72,292            |                           | 73,132            |
| <b>Secondment</b>                          |                           |                   |                                   |                   |                           |                   |
| Salaries                                   | 3.50                      | 328,813           | 3.50                              | 325,558           | 3.50                      | 325,558           |
| Benefits                                   |                           | 46,774            |                                   | 45,839            |                           | 45,339            |
| <b>Total</b>                               |                           | <b>11,150,236</b> |                                   | <b>10,512,726</b> |                           | <b>10,420,037</b> |

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

|   | Budget<br>2022/2023 |                   | Revised Budget<br>2021/2022 |                   | Budget<br>2021/2022 |                   |
|---|---------------------|-------------------|-----------------------------|-------------------|---------------------|-------------------|
|   | FTE                 | \$                | FTE                         | \$                | FTE                 | \$                |
| <b>Elementary Expenditures</b>                |                     |                   |                             |                   |                     |                   |
| <b>Special Education Teachers</b>             |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 46.50               | 4,654,022         | 47.50                       | 4,698,223         | 47.00               | 4,648,892         |
| Benefits                                      |                     | 673,852           |                             | 669,122           |                     | 704,234           |
| <b>Supply Teacher Costs</b>                   |                     |                   |                             |                   |                     |                   |
| Salaries                                      |                     | 87,829            |                             | 87,714            |                     | 87,314            |
| Benefits                                      |                     | 8,905             |                             | 8,499             |                     | 8,462             |
| <b>Educational Assistants</b>                 |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 217.21              | 8,555,091         | 253.21                      | 9,571,934         | 227.21              | 8,627,991         |
| Benefits                                      |                     | 3,424,637         |                             | 3,771,798         |                     | 3,484,052         |
| Supply Wages and Benefits                     |                     | 790,094           |                             | 748,728           |                     | 577,333           |
| <b>Support Workers</b>                        |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 10.00               | 395,538           | 11.00                       | 430,784           | 11.00               | 430,784           |
| Benefits                                      |                     | 157,351           |                             | 170,504           |                     | 170,535           |
| Supply Wages and Benefits                     |                     | 41,719            |                             | 41,599            |                     | 41,599            |
| <b>Secondary Expenditures</b>                 |                     |                   |                             |                   |                     |                   |
| <b>Special Education Teachers</b>             |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 25.50               | 2,486,250         | 26.50                       | 2,537,667         | 26.50               | 2,537,667         |
| Benefits                                      |                     | 374,723           |                             | 382,000           |                     | 397,689           |
| Curriculum Chair allowances                   |                     | 25,620            |                             | 25,620            |                     | 25,620            |
| <b>Supply Teacher Costs</b>                   |                     |                   |                             |                   |                     |                   |
| Salaries                                      |                     | 69,115            |                             | 68,357            |                     | 68,357            |
| Benefits                                      |                     | 7,004             |                             | 6,630             |                     | 6,630             |
| <b>Educational Assistants</b>                 |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 58.00               | 2,278,376         | 67.00                       | 2,530,780         | 59.00               | 2,242,144         |
| Benefits                                      |                     | 912,520           |                             | 976,601           |                     | 884,958           |
| Supply Wages and Benefits                     |                     | 153,224           |                             | 159,287           |                     | 179,449           |
| <b>Support Workers</b>                        |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 12.00               | 474,646           | 12.00                       | 469,946           | 12.00               | 469,946           |
| Benefits                                      |                     | 188,821           |                             | 186,004           |                     | 186,038           |
| Supply Wages and Benefits                     |                     | 26,307            |                             | 26,107            |                     | 9,383             |
| <b>Central Expenditures</b>                   |                     |                   |                             |                   |                     |                   |
| <b>Special Education Teachers</b>             |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 3.00                | 285,921           | 3.00                        | 275,414           | 3.00                | 275,414           |
| Benefits                                      |                     | 41,466            |                             | 40,533            |                     | 40,213            |
| <b>ECPP</b>                                   |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 3.00                | 224,949           | 1.00                        | 103,578           | 1.00                | 103,578           |
| Benefits                                      |                     | 43,822            |                             | 13,795            |                     | 13,689            |
| <b>Consultants and Central VP</b>             |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 5.00                | 565,153           | 4.00                        | 436,412           | 4.00                | 436,412           |
| Benefits                                      |                     | 71,261            |                             | 55,450            |                     | 55,021            |
| <b>Paraprofessionals</b>                      |                     |                   |                             |                   |                     |                   |
| Salaries                                      | 24.00               | 1,928,629         | 23.34                       | 1,811,584         | 21.34               | 1,699,544         |
| Benefits                                      |                     | 566,020           |                             | 522,073           |                     | 490,780           |
| <b>Sub-total Wages and Benefits</b>           |                     | <b>29,512,864</b> |                             | <b>30,826,743</b> |                     | <b>28,903,728</b> |
| <b>Department Budgets</b>                     |                     |                   |                             |                   |                     |                   |
| Superintendent of Special Education           |                     | 18,000            |                             | 18,000            |                     | 18,000            |
| Mental Health Services                        |                     | 102,465           |                             | 7,861             |                     | 7,861             |
| Mental Health Data and Information Collection |                     | 50,000            |                             | 50,000            |                     | 50,000            |
| Special Education Services                    |                     | 333,204           |                             | 352,921           |                     | 349,921           |
| Professional Development - Supply Costs       |                     | 77,103            |                             | 67,081            |                     | 67,081            |
| SEA   |                     | 716,406           |                             | 1,116,590         |                     | 674,645           |
| CASA/ABA Support/After Schools Development    |                     | 134,854           |                             | 217,435           |                     | 135,253           |
| <b>Sub-total department budgets</b>           |                     | <b>1,432,032</b>  |                             | <b>1,829,888</b>  |                     | <b>1,302,761</b>  |
| <b>Total Expenditures</b>                     |                     | <b>30,944,896</b> |                             | <b>32,656,631</b> |                     | <b>30,206,489</b> |

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

|   | Budget<br>2022/23 | Revised Budget<br>2021/22 | Budget<br>2021/22 |
|---|-------------------|---------------------------|-------------------|
| <b>Expenditures</b>   | <b>\$</b>         | <b>\$</b>                 | <b>\$</b>         |
| <b>Teaching and Learning</b>                                  |                   |                           |                   |
| Central Services/Curriculum Support                           | 76,818            | 58,914                    | 58,914            |
| Teacher/Curriculum Support Services                           | 51,860            | 50,772                    | 50,772            |
| FSL (moved to GSN from TPA)                                   | 99,743            | 5,253                     | 5,253             |
| Early Learning  | 26,090            | 26,060                    | 26,060            |
| Tutoring - Before and After School and Summer                 | 61,754            | 110,483                   | 60,743            |
| Religion and Family Life Education                            | 241,961           | 262,705                   | 262,705           |
| Indigenous Education  | 164,668           | 231,850                   | 128,533           |
| MISA  | 44,067            | 40,074                    | 40,074            |
| Curriculum and Assessment and Teacher Learning and Innovation | 87,100            | 41,771                    | 41,771            |
| Student Success, Literacy and Numeracy                        | 42,300            | 114,845                   | 52,134            |
| Student Success Initiatives                                   | 171,715           | 163,796                   | 163,336           |
| OYAP Program Support  | 115,300           | 115,300                   | 115,300           |
| Experiential Learning   | 36,557            | 51,375                    | 35,795            |
| Specialist High Skills Major Program                          | 628,595           | 505,618                   | 502,600           |
| Outdoor Education   | 130,425           | 159,247                   | 128,369           |
| Safe and Accepting Schools                                    | 83,140            | 79,939                    | 73,939            |
| Equity and Inclusive Education                                | 30,220            | 25,000                    | -                 |
| Catholic Parent Engagement                                    | 44,745            | 25,245                    | 25,245            |
| Superintendent of Learning & Student Success                  | 15,896            | 14,596                    | 14,596            |
| Superintendent of Learning & Student Success                  | 11,255            | 10,255                    | 10,255            |
| Superintendent of Learning & Student Success                  | 17,096            | 17,096                    | 17,096            |
| <b>Subtotal</b>   | <b>2,181,305</b>  | <b>2,110,194</b>          | <b>1,813,490</b>  |
| <b>Learning Technologies</b>                                  |                   |                           |                   |
| Computer Plan Current Year                                    | 957,050           | 857,378                   | 857,378           |
| Learning Technology   | 610,818           | 506,545                   | 506,545           |
| Teacher In-service Release                                    | 15,120            | 12,282                    | 12,282            |
| Corporate Systems   | 1,087,175         | 1,007,295                 | 1,007,295         |
| <b>Subtotal</b>   | <b>2,670,163</b>  | <b>2,383,500</b>          | <b>2,383,500</b>  |
| <b>Administrative Departments</b>                             |                   |                           |                   |
| <b>Employee &amp; Labour Relations &amp; Leadership</b>       |                   |                           |                   |
| Superintendent of Learning, Leadership and HR                 | 15,996            | 16,996                    | 16,996            |
| Leadership and Talent Development                             | 76,456            | 55,822                    | 49,822            |
| New Teacher Induction Program                                 | 68,540            | 87,116                    | 87,116            |
| Human Resources Services                                      | 213,874           | 184,746                   | 184,746           |
| <b>Trustees</b>   | <b>176,730</b>    | <b>171,317</b>            | <b>171,317</b>    |
| <b>Director of Education</b>                                  | <b>140,989</b>    | <b>178,098</b>            | <b>138,098</b>    |
| <b>Communications and FOI</b>                                 | <b>85,535</b>     | <b>84,535</b>             | <b>84,535</b>     |
| <b>Business, Finance, Facilities and Transportation</b>       |                   |                           |                   |
| General Administration - School Support                       | 165,100           | 167,000                   | 147,000           |
| General Administration - Admin Support                        | 168,136           | 168,136                   | 168,136           |
| Superintendent of Business and Capital Planning               | 39,976            | 39,026                    | 39,026            |
| School Support  | 12,000            | 13,500                    | 13,500            |
| Business Administration                                       | 93,548            | 95,048                    | 95,048            |
| Health & Safety/Student Injury Prevention                     | 186,620           | 203,911                   | 174,911           |
| Community Use of Schools                                      | 24,760            | 24,760                    | 24,760            |
| School Facilities Operations                                  | 2,486,192         | 2,245,192                 | 2,260,192         |
| School Facilities Utilities                                   | 3,317,250         | 3,317,250                 | 3,317,250         |
| School Facilities Maintenance                                 | 2,235,330         | 2,160,594                 | 2,054,940         |
| Transportation  | 12,325,096        | 12,264,722                | 12,524,722        |
| <b>Total Department Budgets</b>                               | <b>26,683,596</b> | <b>25,971,463</b>         | <b>25,749,105</b> |
| Supported Capital Debt - Interest Portion                     | 1,560,131         | 1,793,772                 | 1,793,772         |
| Supported Capital Debt - Principal Portion                    | 3,718,111         | 3,484,472                 | 3,484,472         |
| <b>Capital Debt Expenditures</b>                              | <b>5,278,242</b>  | <b>5,278,244</b>          | <b>5,278,244</b>  |
| <b>Total</b>  | <b>31,961,838</b> | <b>31,249,707</b>         | <b>31,027,349</b> |



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

|   | Budget<br>2022/23 | Revised Budget<br>2021/22 | Budget<br>2021/22 |
|---|-------------------|---------------------------|-------------------|
| <b>Revenue</b>  | <b>\$</b>         | <b>\$</b>                 | <b>\$</b>         |
| COVID - Transportation  | -                 | 764,300                   | 382,150           |
| COVID - Reopening Additional Staffing - at budget was unallocated | -                 | -                         | 939,637           |
| COVID - Special Education Supports - at budget was unallocated    | -                 | -                         | 85,433            |
| COVID - Mental Health Supports- at budget was unallocated         | -                 | -                         | 53,161            |
| COVID - Re-engaging Students and Reading Assessment               | -                 | 156,616                   | 156,616           |
| COVID - In Kind Donation PPE                                      | -                 | 1,000,000                 | -                 |
| Tutoring Supports   | 310,617           | 648,750                   | -                 |
| Summer Learning Special Education Supports                        | -                 | 108,200                   | -                 |
| Transportation & Stability Supports for Children in Care          | -                 | 20,500                    | -                 |
| Summer Learning - CODE Funding                                    | -                 | 60,000                    | -                 |
| Learning and Innovation Fund for Teachers(now GSN)                | -                 | 45,000                    | 45,000            |
| Educators Autism AQ Subsidy                                       | 10,300            | 28,001                    | 11,700            |
| Well-Being and Mental Health Bundle- (now GSN)                    | -                 | 35,529                    | 26,300            |
| Anti-Sex Trafficking Protocol Development and Implementation      | -                 | 10,930                    | -                 |
| School College Work Initiative                                    | -                 | 40,000                    | 40,000            |
| Connectivity at Schools   | -                 | 134,927                   | -                 |
| Excellence in Education Administration Fund                       | -                 | 150,000                   | -                 |
| Demographic Data Gathering  | -                 | 69,165                    | -                 |
| OLE-FMLand FSL, French Extended Learning (now GSN)                | -                 | 110,295                   | -                 |
| De-Streaming Implementation Supports                              | 31,100            | 30,826                    | -                 |
| CODE ELL  | -                 | 6,123                     | -                 |
| SHSM Additional funding   | 22,000            | 153,000                   | 153,000           |
| Renewed Mathematics Strategy                                      | 327,000           | 327,000                   | 327,000           |
| Early Intervention in Math for Students with Special Needs        | 110,900           | -                         | -                 |
| Additional Qualifications in Math                                 | -                 | 32,500                    | -                 |
| Parents Reaching Out (now GSN)                                    | -                 | 20,177                    | 20,200            |
| Entrepreneurship Education Pilot Projects                         | 20,000            | -                         | -                 |
| Health Resources, Training and Supports                           | 9,500             | -                         | -                 |
| Skilled Trades Bursary  | 12,000            | -                         | -                 |
| Focus on Youth  | -                 | 70,000                    | -                 |
| <b>Total</b>  | <b>853,417</b>    | <b>4,021,839</b>          | <b>2,240,197</b>  |
| <b>Expenditures - Non Staffing</b>                                |                   |                           |                   |
| COVID - Transportation  | -                 | 764,300                   | 382,150           |
| COVID - Reopening Additional Staffing - at budget was unallocated | -                 | -                         | 939,637           |
| COVID - Special Education Supports - at budget was unallocated    | -                 | -                         | 85,433            |
| COVID - Mental Health Supports- at budget was unallocated         | -                 | -                         | 53,161            |
| COVID - Re-engaging Students and Reading Assessment               | -                 | 156,616                   | 156,616           |
| COVID - In Kind Donation PPE                                      | -                 | 1,000,000                 | -                 |
| Tutoring Supports   | 310,617           | 648,750                   | -                 |
| Summer Learning Special Education Supports                        | -                 | 108,200                   | -                 |
| Transportation & Stability Supports for Children in Care          | -                 | 20,500                    | -                 |
| Summer Learning - CODE Funding                                    | -                 | 60,000                    | -                 |
| Learning and Innovation Fund for Teachers(now GSN)                | -                 | 45,000                    | 45,000            |
| Educators Autism AQ Subsidy                                       | 10,300            | 28,001                    | 11,700            |
| Well-Being and Mental Health Bundle- (now GSN)                    | -                 | 35,529                    | 26,300            |
| Anti-Sex Trafficking Protocol Development and Implementation      | -                 | 10,930                    | -                 |
| School College Work Initiative                                    | -                 | 40,000                    | 40,000            |
| Connectivity at Schools   | -                 | 134,927                   | -                 |
| Excellence in Education Administration Fund                       | -                 | 150,000                   | -                 |
| Demographic Data Gathering  | -                 | 69,165                    | -                 |
| OLE-FMLand FSL, French Extended Learning (now GSN)                | -                 | 110,295                   | -                 |
| De-Streaming Implementation Supports                              | 31,100            | 30,826                    | -                 |
| CODE ELL  | -                 | 6,123                     | -                 |
| SHSM Additional funding   | 22,000            | 153,000                   | 153,000           |
| Renewed Mathematics Strategy                                      | 139,644           | 141,300                   | 141,270           |
| Early Intervention in Math for Students with Special Needs        | 110,900           | -                         | -                 |
| Additional Qualifications in Math                                 | -                 | 32,500                    | -                 |
| Parents Reaching Out (now GSN)                                    | -                 | 20,177                    | 20,200            |
| Entrepreneurship Education Pilot Projects                         | 20,000            | -                         | -                 |
| Health Resources, Training and Supports                           | 9,500             | -                         | -                 |
| Skilled Trades Bursary  | 12,000            | -                         | -                 |
| Focus on Youth  | -                 | 70,000                    | -                 |
| <b>Expenditures</b>   | <b>666,061</b>    | <b>3,836,139</b>          | <b>2,054,467</b>  |
| <b>Net funding allocated to Staffing</b>                          | <b>187,356</b>    | <b>185,700</b>            | <b>185,730</b>    |



# Board By-Laws

June, 2022



## **Vision**

Creating a culture of faith, hope and love to ensure equity and well-being.

## **Mission**

To accompany students as we strive for excellence in Catholic Education.

We educate student in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.





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## Board By-laws

A By-law relating generally to the powers and responsibilities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the "**School Board**"), its trustees, officers, and committees.

### PART I-INTERPRETATION

#### 1.1. Interpretation.

In this By-law and all other by-laws of the Board, unless the context otherwise specifies or requires:

**"Act"** means the *Education Act* (Ontario), as, from time to time, amended and every statute that may be substituted therefore and, in the case of such substitution, any reference in the By-laws to provisions of the *Act* shall be read as references to the substituted provisions therefore in the new statute or statutes;

**"Board"** means Board of Trustees which governs the School Board;

**"By-laws"** means this by-law and all other by-laws of the Board from time to time in force and effect;

**"Chair"** means the chairperson of the Board, elected by Trustees in accordance with the provisions herein;

**"Chief Executive Officer"** means an individual who is also the Director of Education and the Chief Education Officer of the Board;

**"Committee"** means a committee created by the Trustees;

**"Director"** means the Director of Education and Secretary/Treasurer of the Board;

**"Minister"** means the Minister of Education;

**"Ministry"** means the Ministry of Education;

**"Officer"** means an Officer of the Board;

**"Regulations"** means the Regulations made under the *Act* as, from time to time, amended and every regulation that may be substituted therefore and, in the case of such substitution, any references in the By-laws to provisions of the Regulations shall be read as references to the substituted provisions therefore in the new regulations;

**"School Board"** means the corporation that has authority over the schools in a defined district, comprised of a Board of Trustees;

**"Secretary"** means the Secretary to the Board;

**"Treasurer"** means the Treasurer to the Board;

**"Trustee"** means a person elected, acclaimed, or appointed to the office of trustee of the School Board pursuant to the provisions of the Act and the *Municipal Elections Act, 1996* (Ontario) and a member of the Board of Trustees;

save as aforesaid, words and expressions defined in the Act or the Regulations have the same meanings when used herein;

words indicating number include the singular and plural; words indicating gender include the masculine, feminine, and neutral genders, and words indicating persons include individuals, corporations, partnerships, trusts, and unincorporated organizations; and the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms and provisions thereof or to be deemed in any way to clarify, modify, or explain the effect of any such terms or provisions.

## **1.2. Calculation of Majorities.**

Whenever, in the By-laws, there is a provision for the majority of Trustees or Committee members present or a majority of all Trustees or Committee members, such majorities shall be calculated as the simple majority, unless otherwise specified.

## **1.3. Application to Committees.**

A reference in the By-laws to a Committee refers equally to a statutory Committee, a standing Committee, and an ad-hoc Committee, as well as any sub-committee established by a Committee or the Board, unless otherwise stated.

# **PART II- TRANSACTION OF THE AFFAIRS OF THE BOARD**

## **2.1. Head Office.**

The head office of the Board shall be in Peterborough, in the Province of Ontario, and at such place as the Board may, from time to time, by motion fix.

**(Section 170(1.5) Education Act)**

## **2.2. Fiscal Year.**

The fiscal year of the Board shall be the year from September 1 to August 31.

**(Section 230.20 Education Act)**

## **2.3. Auditor.**



- (a) The Board shall appoint one or more auditors for a term not exceeding five years who shall be a person licensed under the *Public Accounting Act, 2004*.

**(Section 253(1) Education Act)**

- (b) No person shall be appointed as an auditor of the Board who is or during the preceding year was a trustee or who has or during the preceding year had any direct or indirect interest in any contract or any employment with the Board other than for services within the person's professional capacity, and every auditor, on appointment, shall make and subscribe a declaration to that effect.

**(Section 253(3) Education Act)**

- (c) An auditor of the Board has the right of access at all reasonable hours to all records of the Board and is entitled to require from the trustees and officers any information and explanation that in the auditor's opinion may be necessary to enable the auditor to carry out his or her duties. **(Section 253(5) Education Act)**

- (d) Every trustee and every officer who:

- (i) refuses or neglects to provide access to the records of the Board to which the auditor is entitled under Section 2.3(c); or

- (ii) refuses or neglects to provide information or an explanation required by the auditor under Section 2.3(c),

is guilty of an offence and, on conviction, is liable to a fine of not more than \$200, but no person is liable if the person proves that he or she has made reasonable efforts to provide the access or the information or explanation.

**(Section 253(6) Education Act)**

- (e) An auditor of the Board is entitled to attend any meeting of the Board or of a committee and to receive all notices relating to that meeting that a trustee or committee member, as the case may be, is entitled to receive and to be heard at the meeting that the auditor attends on any part of the business of the meeting that concerns him or her as auditor. **(Section 253(8) Education Act)**

## **PART III- TRUSTEES**

### **3.1. Number of Trustees, Powers and Duties.**

- (a) The affairs of the Board shall be managed by Trustees who may exercise all such powers and do all such acts and things as may be exercised or done by the Trustees that are not by the By-Laws or any special motion of the Board or by statute expressly directed or required to be done in some other manner.
- (b) No later than March 31 in each election year, the Board shall determine the number

of trustees to be elected to the Board in accordance with the Regulations.

**(Section 3(1) Education Act Reg. 412/00)**

- (c) On completion of the determination and distribution of trustees, the Board shall prepare a report in accordance with the Regulations and send a copy of the report to:
- (i) the Minister;
  - (ii) the school board election clerks for all the municipalities within the area of jurisdiction of the Board; and
  - (iii) the Secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the Board,

no later than April 3 in each election year. **(Section 9(1)-(2) Education Act Reg.412/00)**

- (d) The Board will not cease to exist by reason only of the lack of Trustees. **(Section 220(2) Education Act)**
- (e) The Board shall:
- (i) promote and defend Catholic Education in Ontario;
  - (ii) promote student achievement and well-being;
  - (iii) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
  - (iv) deliver effective and appropriate education programs to its pupils;
  - (v) develop and maintain policies and organizational structures that,
    - a. promote the goals referred to above, and
    - b. encourage pupils to pursue their educational goals;
  - (vi) promote the prevention of bullying;
  - (vii) ensure effective stewardship of the Board's resources;
  - (viii) monitor and evaluate the effectiveness of policies developed by the Board in achieving the Board's goals and the efficiency of the implementation of those policies;

- (ix) develop a multi-year plan aimed at achieving the goals referred to above;
- (x) annually review the multi-year plan with the Director or the supervisory officer acting as the Director;
- (xi) monitor and evaluate the performance of the Director, or the supervisory officer acting as the Director, in meeting,
  - a. his or her duties under this Act or any policy, guideline or regulation made under this Act, including duties under the plan referred to above, and
  - b. any other duties assigned by the Board;
- (xii) Anything the Board is required to do under any other provision of the Act or any other Act. **(Section 169(1)-Section 170(1) Education Act)**

### **3.2. Duties of Board Members.**

A member of the Board shall:

- (a) Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under the Act, the regulations and the guidelines issued under the Act;
- (b) Attend and participate in meetings of the Board, including meetings of Board committees of which he or she is a member;
- (c) Consult with parents, students and supporters of the Board on the Board's multi-year plans;
- (d) Bring concerns of parents, students, and supporters of the Board to the attention of the Board;
- (e) Uphold the implementation of any Board motion after it is passed by the Board;
- (f) Entrust the day-to-day management of the Board to its staff through the Board's Director and/or designate;
- (g) Maintain focus on student achievement and well-being; and
- (h) Comply with the Trustee code of conduct. **(Education Act, Section 218.1)**

### **3.3. Resignation of a Trustee.**

- (a) A Trustee, with the consent of a majority of the Trustees present at a meeting, entered on the minutes of it, may resign as a Trustee, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a Trustee if the resignation will reduce the number of Trustees in total to less than a quorum.



**(Section 220(3) Education Act)**

- (b) Despite subsection (a) above, where it is necessary for a Trustee to resign to become a candidate for some other office, the Trustee may resign by filing his or her resignation with the Director, including a statement that the resignation is for the purpose of becoming a candidate for some other office, and the resignation shall become effective on the November 14 after it is filed or on the day preceding the day on which the term of the other office commences, whichever is the earlier.

**(Section 220(4) Education Act)**

**3.4. Vacation of Office.**

- (a) Trustees shall remain in office until their successors are elected and the new Board is organized. **(Section 220(1) Education Act)**
- (b) A Trustee vacates his or her seat if he or she:
  - (i) resigns pursuant to the By-laws;
  - (ii) is convicted of an indictable offence;
  - (iii) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board;
  - (iv) ceases to hold the qualifications required to act as a Trustee;
  - (v) becomes disqualified under Section 219 (4) of the Act; or
  - (vi) fails to be physically present as required by the regulations made under Section 208.1 (1) (b) of the Act. **(Section 228(1) Education Act)**
- (c) If the office of a Trustee becomes vacant before the end of the Trustee's term:
  - (i) the remaining elected Trustees shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant, if the majority of the elected Trustees remain in office; or
  - (ii) a by-election shall be held to fill the vacancy, in the same manner as an election of the Trustees, if a majority of the elected Trustees do not remain in office. **(Section 221(1) Education Act)**
- (d) Despite Section 3.4(b) (ii), where a Trustee is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated. **(Section 228(2) Education Act)**

- (e) Despite Section 3.4(c) (i), if Trustees are elected under the *Municipal Elections Act, 1996*, the remaining elected Trustees may by motion require that an election be held in accordance with the *Municipal Elections Act, 1996* to fill the vacancy if the vacancy occurs:
  - (i) in a year in which no regular election is held under the *Municipal Elections Act, 1996*;
  - (ii) before April 1 in the year of a regular election; or
  - (iii) after the new board of trustees is organized in the year of a regular election. **(Section 221(2) Education Act)**
- (f) The Director shall promptly send to the clerk of the appropriate municipality a certified copy of the resolution under Section 3.4(e). **(Section 221(3) Education Act)**
- (g) If two or more candidates receive an equal number of votes at a meeting held under Section 3.4(b) (i) to appoint a person to fill a vacancy or at a meeting to elect a person to fill a vacancy, the Chair shall provide for the drawing of lots to determine which of the candidates shall be appointed or elected. **(Section 227 Education Act)**
- (h) Despite Section 3.4(b), where a vacancy of a trustee position occurs:
  - (i) within one month before the next election, it shall not be filled; or
  - (ii) after the election, but before the new Board is organized, it shall be filled immediately after the new Board is organized in the same manner as for a vacancy that occurs after the Board is organized. **(Section 224 Education Act)**
- (i) The Director, or an authorized person for administering oaths, shall administer to each new trustee the declaration and oath as prescribed by Sections 209(1), (2), and (3) of the Act on or before the day fixed for holding the first meeting of the Trustees after his or her election or appointment or on or before the day of the first Trustee meeting that the person attends. Any Trustee who refuses to take the oath shall be deemed to have resigned from the position of Trustee. Any elected Trustee absent from the swearing-in ceremony shall be sworn in prior to assuming trustee duties. **(Section 209(1), (2), and (3) Education Act)**
- (j) A Trustee appointed or elected to fill a vacancy shall hold office for the remainder of the term of the Trustee who vacated the office. **(Section 221(5) Education Act)**

### 3.5. Honoraria for Trustees.

- (a) The honorarium for a trustee, in respect of any year of his or her term of office, shall consist of such of the following components as the Board determines:
  - (i) The base amount for the year;
  - (ii) The enrolment amount for the year;
  - (iii) The attendance amounts payable to the trustee for the year; and
  - (iv) The distance amounts payable to the trustee for the year. **(Section 2(1) Education Act Reg. 357/06)**
- (b) The Board shall establish a policy regarding honorarium components on or before October 15 of the calendar year in which a trustee's term of office begins. **(Section 4(1) Education Act Reg. 357/06)**

### **3.6. Remuneration of Trustees.**

- (a) The Board may, at its discretion:
  - (i) pay the travelling expenses and membership fees of any Trustee incurred in attending meetings of an educational association and may make grants and pay membership fees to any such organization; **(Section 171(1)(17) Education Act)**
  - (ii) pay the costs, or any part thereof, incurred by any trustee in successfully defending any legal proceeding brought against him or her:
    - (A) for libel or slander in respect of any statements relating to the employment, suspension or dismissal of any person by the Board published at a meeting of the Board or of a committee; or
    - (B) for assault in respect of disciplinary action taken in the course of duty; **(Section 171(1)(18) Education Act)**
  - (iii) reimburse a Trustee or a Committee member for his or her out-of-pocket expenses reasonably incurred when travelling to and from his or her residence to attend a meeting of the Board, or of a Committee, as the case may be, that is held within the area of jurisdiction of the Board, or such lesser amount as may be determined by the Board; or pay the Trustee or Committee member an allowance at a rate per kilometre determined by the Board; **(Section 191.2(1) Education Act)**
  - (iv) establish a policy under which a Trustee or Committee member may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Trustee or a



Committee member, as the case may be; and **(Section 191.2(3) Education Act)**

- (v) provide for a deduction of a reasonable amount from the allowance of a Trustee or a Committee member because of absence from meetings of the Board or meetings of the Committee, as the case may be. **(Section 191.2(5) Education Act)**
- (b) Where an elected Trustee is, under a by-law or resolution of the Board, paid a salary, indemnity, allowance, or other remuneration, one-third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a Trustee. **(Section 191.3 Education Act)**

### 3.7. Statutory Committees.

#### (a) Audit Committee:

The Audit Committee shall be established as prescribed by the Act and Ontario Regulation 361/10. The composition and terms of reference for the Audit Committee shall be as prescribed by the Act and Ontario Regulation 361/10, s. 3(1).

The Audit Committee shall be composed of

- two Trustees, appointed for a four year term,
- two external members, who are not Trustees, for a three year term,

External members, who are not Trustees, are eligible to be appointed to the Audit Committee only if he or she,

- has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the Board;
- is not an employee or officer of the Board or of any other board at the time of his or her appointment;
- does not have a conflict of interest at the time of his or her appointment; and
- was identified by the Selection Committee as a potential candidate for appointment to the Audit Committee.

This Committee will be supported by the following persons:

- The Director or designate;
- The external auditors;

- The regional internal audit team; and
- An administrative assistant

#### Selection Committee.

The Board shall establish a Selection Committee to identify persons who are not Trustees as potential candidates for appointment to the Audit Committee and perform all other duties and do all things required by the Act or Ontario Regulation 361/10 s.5(1).

The Selection Committee shall be composed of:

- the Director,
- a senior business official of the Board,
- the Chair of the Board or another Trustee designated by the Chair of the Board.

#### Chair of the Audit Committee

At the first meeting of the Audit Committee in each fiscal year, the members of the Committee shall elect the chair of the Committee for the fiscal year of the Board from among the members appointed to the Committee. If at any meeting of the Audit Committee the chair is not present, the members present may elect a chair for that meeting.

#### Term of Appointment

The term of office of a member of the Audit Committee who is a Trustee shall be determined by the Board but shall not exceed four years. The term of office of a member of the Audit Committee who is not a Trustee shall be determined by the Board but shall not exceed three years.

A member of the Audit Committee may be reappointed. An individual who is not a Trustee may not be appointed to the audit committee more than twice unless,

- the Board advertised the position for at least 30 days; and
- after the 30 days, the Selection Committee did not identify any potential candidates.

When the term of a member of the Audit Committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed.

(b) Special Education Advisory Committee (SEAC):

The Board shall establish the Special Education Advisory Committee (SEAC) which shall make recommendations to the Board in respect of any matters affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board. O.Reg. 374/10.

1. The committee is established as follows: Membership, (4 year term) as set out in Regulation 464/97:
  - (a) Subject to subsections 2 and 3 hereafter, one representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;
  - (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;
  - (c) such number of members from among the Board's own members as is determined under subsection 4 hereafter, as appointed by the Board;
  - (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the Board from among its own members, for each member appointed under clause (c);
  - (e) one or two persons to represent the interests of First Nations, Metis, and Inuit pupils;
  - (f) one or more additional members appointed under subsection 5 hereafter.
2. The Board shall not appoint more than 12 representatives under the aforementioned subsection 1;
3. Where there are more than 12 local associations within the area of (cont'd.) jurisdiction of the Board, the Board shall select the 12 local associations that shall be represented.
4. The number to be appointed by the Board under subsection 1(c) shall be the lesser of:
  - (a) three; and
  - (b) 25 per cent of the total number of members of the Board, rounded down to the nearest whole number (1 trustees, Chairperson of the Board ex-officio).
5. For the purposes of subsection 1(f), the Board may appoint one or more additional members who are neither representatives of a local association nor members of the Board or another Committee of the Board.
6. A person is not qualified to be nominated or appointed to a special education



advisory committee of a Board unless the person is qualified to vote for members of that Board and is resident in its area of jurisdiction.

7. A person is not qualified to be nominated or appointed if the person is employed by the Board.
8. A member of a special education advisory committee vacates his or her seat if he or she,
  - (a) is convicted of an indictable offence;
  - (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or
  - (c) ceases to hold the qualifications to be appointed to the committee

This Committee will be supported by the following persons:

- The Superintendent of Special Education;
- The Principal of Education Community Partnership Program (ECCP); and
- An administrative assistant

(c) Supervised Alternative Learning Committee:

The Board shall establish at least one Supervised Alternative Learning Committee in accordance with Ontario Regulation 374/10 as a Committee of the Board to make decisions at meetings regarding supervised alternative learning by pupils of the Board.

Each Supervised Alternative Learning Committee shall be comprised of:

- one Trustee, and one Trustee to serve as an alternate, for one year,
- the Superintendent of Schools responsible for Student Success, and
- one appointed community member

This committee will be supported by the following persons:

- Principals, as required; and
- An administrative assistant

(d) Catholic Parent Engagement Committee:

The Board shall establish the Catholic Parent Engagement Committee annually, but prior to November 15<sup>th</sup> of the school year and before the first meeting of the Committee in the school year, in accordance with the Act and Ontario Regulation 612/00.

The Catholic Parent Engagement Committee shall be comprised of:

- Twelve (12) parents (two representing each of the family of schools that feeds into each of the secondary schools);
- The Director;
- One Trustee;
- One principal;
- The Board Chaplain;
- Two community representatives, who shall not be Trustees or employees of the Board; and
- The director representative for the Ontario Association of Parents for Catholic Education, if available [NTD: only if not a Trustee or employee of the Board].

The purpose of the Catholic Parent Engagement Committee is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The Catholic Parent Engagement Committee provides information and advice on parent engagement to the Board and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The Catholic Parent Engagement Committee shall meet at least four (4) times in each school year and shall be governed in accordance with s. 40 of O. Reg 612/00.

This committee will be supported by the following person:

- The Director or designate.
- An administrative assistant or executive assistant

### **3.8. Standing and Advisory Committees.**

- (a) The Trustees may, from time to time, appoint such Committee or Committees as it deems necessary or appropriate for such purposes and with such powers as it shall see fit.
- (b) Committees that make recommendations to the Trustees in respect of education, finance, personnel, and property must be composed of Trustees. Any other Committee need not be composed of only Trustees. **(Sections 171(1)1 and 2 Education Act)**
- (c) Any Committee may formulate its own rules of procedure, subject to such regulations or directions as the Trustees may, from time to time, make. The Board may remove any member of any Committee.

- (d) Unless stated otherwise herein, the chair of each Committee shall be chosen by the Trustees during the inaugural/annual meeting of the Board in the same manner as the election of the Chair set out in Section 5.1 herein. The chairs of the Committees shall be Trustees. While a Trustee may be the chair of more than one Committee, to the extent possible, the chairs of the Committees should be represented by a number of Trustees.

(e) Chairperson's Committee.

The Board shall establish a Chairperson's Committee which shall be composed of:

- The Chairperson,
- Vice-chairperson,
- one Trustee-at-large elected by the Board, for one year.

This Committee will be supported by the following person:

- The Director

(f) Committee-of-the-Whole.

The Board shall establish a Committee-of-the-Whole which shall be composed of:

- The seven elected Trustees and
- The student trustee(s)

This Committee will be supported by the following persons:

- The Director;
- The Superintendents of the Board; and
- An administrative assistant

(g) Policy Development Committee.

The Board shall establish a Policy Development Committee which shall be composed of:

- The seven elected Trustees; and
- The Student Trustee(s)

This Committee will be supported by the following persons:

- The Director;
- The Superintendents of the Board; and
- An administrative assistant

(h) Faith and Equity Committee.



The Board shall establish a Faith and Equity Committee which shall be composed of:

- Two Trustees, one of whom will assume the role of chair for this Committee, for two years;
- A Student Trustee;
- The Board Mental Health Lead;
- A Chaplaincy Leader;
- An Elementary Principal/Vice-Principal;
- A Secondary Principal/Vice-Principal;
- The Community Outreach Coordinator;
- Two Learning Support Services Representatives (including Religious Education Consultant);
- A teacher of English as a Second Language;
- Two representatives from the Canadian Union of Public Employees, local 1453;
- Two representatives from the Ontario English Catholic Teachers Association, PVNC Unit;
- A parent representative from the Catholic Parent Engagement Committee;
- A representative of the Bishop (Board Chaplain/Faith Animator);
- A representative of the clergy;
- The First Nation, Métis, and Inuit Education (Indigenous Education) Consultant;
- A Special Education Consultant;
- A representative of the Catholic Women's League;
- A representative from Development and Peace;
- A representative from the Knights of Columbus;
- A representative from the New Canadian Centre; and
- A representative from the Community and Race Relations Committee of Peterborough

This Committee will be supported by the following persons:

- The Superintendent of Schools with the responsibility for Religious Education and Equity Education; and
- An administrative assistant

(i) First Nations, Metis, and Inuit Advisory Committee:

The Board shall establish the First Nations, Metis, and Inuit Advisory Committee

as an advisory Committee to provide advice on the implementation of the Ontario First Nation, Metis, and Inuit Education Policy Framework document which addresses the objectives of improved Aboriginal student achievement, and the engagement of all students in increased understanding of Aboriginal histories, cultures, and perspectives.

The First Nations, Metis, and Inuit Advisory Committee shall be comprised of:

- One Trustee;
- Two principals, elementary and secondary;
- An elementary school teacher;
- A secondary school teacher;
- Between two and five parent representatives;
- A secondary student;
- Two representatives of the Ontario English Catholic Teachers Association, PVNC Unit;
- A representative of the Canadian Union of Public Employees, local 1453;
- Between two and five First Nation, Metis and Inuit Community Members;
- The Manager of Communications,
- The First Nations, Metis, and Inuit Education (Indigenous Education) Consultant,
- The Superintendent of Schools with responsibility for Indigenous Education

This Committee will be supported by the following person:

- An administrative assistant

(j) French as a Second Language Committee:

The Board shall establish a French as a Second Language Committee which shall be composed of:

- One Trustee;
- Principals/Vice-principals - Elementary and Secondary;
- Teachers - Elementary and Secondary;
- Parents;
- Secondary Student;
- Two O.E.C.T.A. Representatives;
- C.U.P.E. Representative; and

- Consultant - Learning Support Services

This Committee will be supported by the following persons:

- Superintendent of Schools responsible for French as a Second Language;
- French as a Second Language Consultant; and
- An administrative assistant

(k) Accessibility for All Committee

The Board shall establish an Accessibility for All Committee which shall be composed of:

- Trustee (1);
- Manager of Communications and Freedom of Information/Protection of Privacy;
- Manager of Human Resource Services, or representative;
- Manager of Plant;
- Student Transportation Services of Central Ontario (STSCO) representative (1);
- Manager of Information Technology, or representative;
- Principal (1);
- Special Education Advisory Committee (SEAC) member (1);
- Community Agency representative (1); and
- Others as deemed necessary by the Committee

This Committee will be supported by the following persons:

- The Superintendent of Special Education Services;
- The Principal of Education and Community Partnership Program (ECCP); and
- An administrative assistant or secretary

### **3.9. Ad-hoc Committees.**

The Board may, from time to time, establish such ad-hoc Committees as it deems necessary and shall determine their memberships, functions, scopes, and terms of reference.

(a) Suspension Appeal Committee.

The Board shall establish a Suspension Appeal Committee as required, and according to Policy 801 and Administrative Procedure AP-S-801, Safe Schools -



Suspension, Expulsion, and Appeal, to be comprised of three Trustees.

The Appeal Committee may confirm the suspension and the duration of the suspension; confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly; or quash the suspension and order that the record of the suspension be expunged, even if the suspension that is under appeal has already been served. A Trustee will disqualify himself/herself and will not take part in the hearing, the deliberation, the decisions, or the reasons if he/she has any direct involvement in a matter prior to the commencement of the hearing, Education Act S. 309 & 311.

(b) Expulsion Hearing Committee.

The Board shall establish an Expulsion Hearing Committee as required, and according to Policy 801 and Administrative Procedure AP-S-801, Safe Schools - Suspension, Expulsion, and Appeal, to be comprised of five Trustees.

The Expulsion Hearing Committee may:

- (i) not expel the student, confirm the twenty day suspension, shorten its duration, or withdraw it, and provide information about the right to appeal the suspension at this point;
- (ii) expel the student from his/her school and assign the student to another school;
- or
- (iii) expel the student from all schools of the Board and assign the student to a program for expelled pupils.

A Trustee will disqualify himself/herself and will not take part in the hearing, the deliberation, the decisions, or the reasons if he/she has any direct involvement in a matter prior to the commencement of the hearing, Education Act s. 309 & 311.

The Suspension Appeal Committee and the Expulsion Hearing Committee will be supported by the following persons:

- Superintendent of Safe Schools;
- Principals, as required; and
- An administrative assistant

### **3.10. Removal or Resignation from Committees.**

- (a) A Committee member may be removed at any time by the Trustees upon an affirmative vote of a majority of all Trustees.
- (b) A Committee member may resign from any Committee at any time by notice in writing to the chair of the Committee.
- (c) A vacancy, however caused, on a Committee, including the position of chair, shall be filled by election by the Trustees at the earliest practicable time but, in any event, not later than the second meeting after the vacancy occurs.

### **3.11. Dissolution of Committees.**

A Committee may be dissolved by Board motion upon the delivery of its final report to the Board.

### **3.12. Special Meetings of Committees.**

Special meetings of Committees may be called by the chair of the Committee on his/her own responsibility at any time. The chair shall also convene a special meeting upon a written request signed by two Committee members, specifying the object of the meeting, and presented to the Committee chair.

### **3.13. Notice of Special Meetings.**

The Director shall give notice of all special meetings of a Committee to each of the Committee members by sending a notice by e-mail, cell phone, or a phone call to his or her residence, along with the agenda for the upcoming meeting, at least two business days prior to the date of the meeting.

### **3.14. Accidental Omission.**

The accidental omission to give notice of any meeting of a Committee to, or the non-receipt of any notice by any person, shall not invalidate any motion passed or any proceeding taken at such meeting.

### **3.15. Cancellation of Special Meetings of a Committee.**

A special meeting of a Committee may be cancelled:

- (a) in the case of a special meeting called by the Chair, if the Chair, in his or her sole discretion, deems that the need for such special meeting no longer exists; and
- (b) in the case of a special meeting called by the Chair or Director upon a written request signed by two Committee members, if the same two Committee members give a further written request that such special meeting be cancelled.

### **3.16. Committee Chair.**

The Chair of a Committee shall preside at each meeting of the Committee and shall vote on all questions. In the absence of the chair, if a quorum is present, an acting chair shall be selected by the members of the Committee present for the meeting only, or until the chair arrives, at which time the acting chair will relinquish the role back to the chair.

### **3.17. Committee Meetings - Place, Time, and Agenda.**

- (a) Committee meetings will be held on a regular basis on the day and at the time decided by the members of the Committee.
- (b) All Committee meeting dates and locations will be arranged through the Director's office.
- (c) The Director will act as or appoint a resource official for each Committee.
- (d) The composition of the agenda for each Committee meeting shall be at the discretion of the Committee chair, in consultation with the resource official.
- (e) The resource official shall be responsible for compiling the agenda and mailing it to the members of the Committee at least two business days prior to the meeting. The resource official shall make available to the chair of the Committee all documents, or copies thereof, pertinent to any upcoming meeting of the Committee.
- (f) The time of calling meetings to order shall be decided by the Committee members at the first meeting of the Committee.

### **3.18. Committee Meetings - Procedure and Motions.**

- (a) Robert's Rules of Order (Newly Revised, 11th Edition) shall be referenced when committee procedures require further clarification.
- (b) During meetings, Committee members shall discuss items referred to them by the Board and bring back recommendations to the Board. Committees will not take action on an item outside their scope without first bringing it back to the Board.
- (c) Any Trustees, if interested, may attend, move motions, and participate in debates at any meeting of any Committee, but may vote only at meetings of the Committees of which they are members.

### **3.19. Committee Meetings - Open to the Public.**

Meetings of Committees, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The Committees retain the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information



in respect of a Trustee or a member of a Committee, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. **(Section 207(1) and (2) Education Act)**

Committee meetings shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board. **(Section 207(2.1) Education Act)**

### **3.20. Committee Meetings - Quorum.**

- (a) A majority of the members of a Committee shall constitute a quorum.
- (b) Unless a quorum is present within thirty minutes following the time of calling to order, for all meetings of Committees, the meeting shall stand adjourned. The secretary of the meeting shall record the names of all Committee members present at the time of adjournment.
- (c) Despite Section 4.15 but subject to Section 3.20(d), a Committee member must be in attendance either physically or by electronic means at the meeting of the committee for at least three regular meetings of the Committee in each 12-month period beginning November 15.
- (d) Despite Section 4.15, for the period beginning when a Committee member is elected or appointed to fill a vacancy and ending on the following November 14, the Committee member must be in attendance either physically or by electronic means at the meeting of the Committee for at least one regular meeting of the Committee for each period of four full calendar months that occurs during the period beginning with the election or appointment of such Committee member and ending on the following November 14.
- (e) Quorum is determined by the number of Committee members present at a Committee meeting who are not in a conflict of interest. Where a conflict of interest is declared, then section 9.1(f) shall be followed.

### **3.21. Committee Meeting Curfew.**

- (a) A 9:30 p.m. curfew shall prevail at all meetings of the committees.
- (b) When the item being dealt with at 9:30 p.m. has been disposed of, before further business is undertaken, a motion may be passed to extend the curfew.
- (c) The period between the passing of the motion referred to in Section 3.21(b) and 10:00 p.m. shall, if necessary, be devoted only to urgent matters.
- (d) When the item being dealt with at 10:00 p.m. is disposed of, no further business

shall be transacted during the meeting unless two-thirds of the members of the Committee present give their consent.

### **3.22. Committee Reports.**

- (a) If a Committee report is oral, contains only statements of facts and opinions, and is only for the information of the Trustees, it shall be presented to the Trustees by the chair of the relevant Committee.
- (b) The minutes of a Committee meeting as distributed shall, in most cases, constitute the Committee report. Trustees should seek background information regarding the Committee report through questioning the members of the Committee.
- (c) If a Committee report is presented in an oral, written, or typed form, and requires action by the Trustees for its disposal, a Committee member or the Committee chair shall make a motion to receive the report. This motion will require a seconder before the Trustees shall take the responsibility for its disposal.
- (d) Every Trustee who knowingly signs a false report is guilty of an offence and on conviction is liable to a fine of not more than \$200. **(Section 213(2) Education Act)**

## **PART IV- MEETINGS OF THE BOARD**

### **4.1. Inaugural Board Meeting.**

- (a) The first meeting of the Trustees shall be held not later than seven days after the day on which the term of office of the Trustees commences following an election, on such date and at such time and place as the Board determines, and failing such determination, at 8:00 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. **(Section 208(2) Education Act)**
- (b) The Chief Executive Officer of the Board shall preside until a Chair is elected as per the procedure set out in Section 5.1, or if there is no Chief Executive Officer or in his or her absence, the Trustees present shall designate who shall preside at the election of the Chair and if a Trustee is so designated, he or she may vote at the election of the Chair. **(Section 208(4) Education Act)**
- (c) At the appointed time, the Chief Executive Officer shall call the meeting to order and, in the case of newly-elected Trustees, shall proceed to read the returns of the election to the Trustees, as certified to him or her by the municipal clerks, whereupon the elected Trustees shall take their places.
- (d) The Director, or an authorized person for administering oaths, shall administer to all new Trustees the declaration and oath as prescribed by Sections 209(1), (2), and

(3) of the Act on or before the day fixed for holding the first meeting of the Trustees after his or her election or appointment or on or before the day of the first meeting that the person attends. Any Trustee who refuses to take the oath shall be deemed to have resigned from the position of Trustee. Any elected Trustee absent from the swearing-in ceremony shall be sworn in prior to assuming Trustee duties. **(Section 209(1), (2), and (3) Education Act)**

- (e) A motion, or motions, shall be passed naming the standing committee(s) that the Trustees desire to retain from the previous year.

#### **4.2. Annual Board Meetings.**

At the first meeting on or after November 15 of each year, other than immediately preceding an election, an annual meeting of the Board shall be held at which time,

- (a) the Chief Executive Officer shall preside until the election of the Chair or, if there is no Chief Executive Officer, or in his or her absence, the Trustees present shall designate who shall preside at the election of the Chair and if a Trustee is so designated, he or she may vote at the election of the Chair; **(Section 208(4) Education Act)**
- (b) a motion, or motions, shall be passed naming the standing Committees and ad-hoc Committees that the Trustees desire to retain from the previous year; and
- (c) a motion, or motions, shall be passed regarding the continuation or dissolution of the School Board Advisory Committee, if such Committee has been established, and, if the Committee is to continue, naming the members of such Committee.

Any Committee not retained shall be deemed to be dissolved except those required by the Act, the Regulations, or the By-laws.

#### **4.3. Date, Hour, and Location of Regular Board Meetings.**

Unless otherwise determined by special motion, a regular meeting of the Board shall be held on the fourth Tuesday of each month, (unless otherwise approved by the board and duly published at least one month in advance) commencing at 6:30 p.m., at the head office of the Board, and if any such Tuesday falls on a statutory or civic holiday, such meeting shall be held commencing at the same hour on the following Tuesday.

#### **4.4. Agenda.**

A copy of the agenda for regular meetings of the Board shall be transmitted or mailed by the Director to the address of each Trustee at least two business days prior to the date of the meeting.

#### **4.5. Special Meetings of the Board.**



Special meetings of the Board may be called by the Chair on his/her own responsibility at any time, and in such other manner as the Board may determine. **(Section 208(13) Education Act)** The Chair or, in his/her absence, the Director shall convene a special meeting upon a written request signed by two Trustees, specifying the object of the meeting, and presented to the Director.

#### **4.6. Notice of Special Meetings.**

The Director shall give notice of all special meetings of the Board to each of the Trustees by sending a written notice by e-mail or school courier, and a phone call to his or her residence, along with the agenda for the upcoming meeting, at least two business days prior to the date of the meeting.

#### **4.7. Accidental Omission.**

The accidental omission to give notice of any meeting of the Board to, or the non-receipt of any notice by any person, shall not invalidate any motion passed or any proceeding taken at such meeting.

#### **4.8. Cancellation of Special Meetings.**

A special meeting of the Board may be cancelled:

- (a) in the case of a special meeting called by the Chair, if the Chair, in his or her sole discretion deems that the need for such special meeting no longer exists; and
- (b) in the case of a special meeting called by the Chair or Director upon a written request signed by two Trustees, if the same two Trustees give a further written request that such special meeting be cancelled.

#### **4.9. Publicity of Board Meetings.**

Meetings of the Board, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The Board retains the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a Trustee or a committee member, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. **(Section 207(1) and (2) Education Act)**

Board meetings shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board. **(Section 207(2.1) Education Act)**

#### **4.10. Robert's Rules of Order (Newly Revised, 11th Edition).**

Robert's Rules of Order shall apply to meetings of the Board for any situation not covered herein. Any procedure set out herein shall have priority over any Robert's Rules of Order.

#### **4.11. Absence of Chair.**

Upon the absence of the Chair, the Vice-chair shall preside until the Chair arrives. Upon the absence of both the Chair and Vice-chair, if a quorum is present, the Trustees present shall select a chair from among themselves to preside for that meeting. **(Section 208(7) and (9) Education Act)** Should the Chair or Vice-chair arrive late, the acting chair shall at such time relinquish the role back to the Chair or Vice-chair as the case may be. The Chair may also participate electronically, as per section 4.15 below.

#### **4.12. Absence of Director.**

Upon the absence of the Director from any meeting, the Chair or the other Trustees presiding may appoint any Trustee or other person to act as Secretary for that meeting. **(Section 208(10) Education Act)**

#### **4.13. Expulsion from Board and/or Committee Meetings.**

- (a) The Chair, or the chair of a Committee, as the case may be, may expel or exclude from any meeting, any person who has been guilty of improper conduct at the meeting. **(Section 207(3) Education Act)**
- (b) Every person who, with intent to prevent the discussion of any matter or the passing of any motion at a meeting of the Trustees, or of a Committee, disrupts or endeavours to disturb or interrupt the meeting after having been expelled or excluded from the meeting is guilty of an offence under the Act and on conviction is liable to a fine of not more than \$200. **(Section 212(2) Education Act)**
- (c) Every Trustee who sits or votes at any meeting of the Board after becoming disqualified from sitting, is guilty of an offence and on conviction is liable to a fine of not more than \$200 for every meeting at which he or she so sits or votes. **(Section 213(1) Education Act)**

#### **4.14. Quorum for Board Meetings.**

- (a) The presence of a majority of all Trustees is necessary to form a quorum. **(Section 208(11) Education Act)**
- (b) Unless a quorum is present within thirty minutes following the time of calling to order, for all meetings of the Board, the meeting shall stand adjourned. The Secretary shall record the names of all Trustees present at the time of adjournment.

- (c) A majority vote of a quorum is necessary in order to bind the Board.
- (d) Despite Section 4.15 but subject to Section 4.14(e), a Trustee shall be physically present in the meeting room of the Board meetings for at least three regular meetings of the Board in each 12-month period beginning November 15. **(Section 229(1) Education Act; Section 1 Education Act, Reg. 463/97)**
- (e) Despite Section 4.15, for the period beginning when a Trustee is elected or appointed to fill a vacancy and ending on the following November 14, the Trustee shall be physically present in the meeting room of the Board meetings for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 14. **(Section 229(2) Education Act)**
- (f) Quorum is determined by the number of Trustees present at a Board meeting who are not in a conflict of interest. Where a conflict of interest is declared, then section 9.1(f) shall be followed.

#### **4.15. Electronic Board and/or Committee Meetings.**

- (a) Subject to the Act, the Regulations and this By-law, a Trustee or Committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting. **(Section 1, Education Act, O. Reg. 463/97)**
- (b) At the request of any Trustee or Committee member or student trustee, if any, the Board shall provide the Trustee, Committee member, or student trustee, as the case may be, with electronic means for participating in one or more meetings of the Board or of a Committee. **(Section 3(1)1 Education Act, O. Reg. 463/97)**
- (c) The electronic means required by Section 4.15(b) shall permit the Trustee or Committee member or student trustee, as applicable, to hear and be heard by all other participants in the meeting. **(Section 3(1)2 Education Act, O. Reg. 463/97)**
- (d) The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with. **(Section 3(1)3 Education Act, O. Reg. 463/97)**
- (e) The Board or Committee chairs may preside over meetings electronically if any of the following applies:
  - the distance from the chair's or designate's current residence to the meeting location is 200km or greater; or
  - Weather conditions do not allow the chair or designate to travel to the meeting location safely; or



- The chair or designate cannot be physically present at a meeting due to health-related issues. (O. Reg. 463/97)
- (f) No more than half of Board or Committee meetings in a 12-month period can be chaired electronically.
  - (g) The Board will establish a process to ensure the security and confidentiality of proceedings held during closed meetings, in particular where there is electronic participation.
  - (h) No student trustee who is participating through electronic means may participate in any proceedings that are closed to the public. **(Section 3(2) Education Act, Reg. 463/97)**
  - (i) The Board shall be permitted to refuse to provide a Trustee or a Committee member with electronic means of participation in a meeting of the Board or a meeting of a Committee where to do so is necessary to ensure compliance with the Act and the Regulations. **(Section 5(3) Education Act, Reg. 463/97)**
  - (j) The Board shall determine whether electronic means should be provided to permit participation by members of the public in meetings or classes of meetings, the extent and manner of participation by members of the public; and how to ensure that members of the public do not participate in any proceedings that are closed to the public. **(Section 4(2)-(3) Education Act, Reg. 463/97)**

In order for a member of the public to participate in a Board or Committee meeting electronically a request must be made to the office of the Director at least six hours prior to the meeting commencement. Access will be given through an online web-based platform that allows for identification of participants and control over the participation from the moderator. Instructions for access will be shared at the time the request is made.

- (k) At every meeting of the Board or of a Committee of the Whole Board, the following persons must be physically present in the meeting room of the Board:
  - (i) The Chair of the Board or his or her designate, subject to subsection (e) above;
  - (ii) At least one additional Trustee;
  - (iii) The Director or his or her designate. **(Section 5(1) Education Act, Reg. 463/97)**
- (l) At every meeting of a Committee, except a Committee of the Whole Board, the following persons must be physically present in the meeting room of the Committee:

- (i) The chair of the Committee or his or her designate, subject to subsection (e) above;
  - (ii) If the chair of the Committee or his or her designate participates in a meeting by electronic means pursuant to subsection (e) above, at least one additional member of the Committee; and
  - (iii) The Director or his or her designate. (Section 5(2) **Education Act, Reg. 463/97**)
- (m) Unless a meeting is closed to the public, the meeting room of the Board or of a Committee shall be open to permit physical attendance by members of the public at every meeting of the Board or the Committee, as the case may be. **(Section 6(1)-(3) Education Act, Reg. 463/97)**

#### **4.16. Motions and Debates at Board and/or Committee Meetings.**

- (a) Except where the Board or a Committee is sitting in-camera, no debate shall occur until a motion is made, seconded, and stated by the Chair or chair of the Committee, as the case may be.
- (b) Any Trustee or Committee member, prior to speaking, shall address the Chair or Committee chair and be recognized. Subject matter of the remarks of Trustees or Committee members shall be confined to the question under debate.
- (c) The Trustee or Committee member who moves a motion shall be accorded the privilege of opening debate. Each Trustee or Committee member shall be allowed an opportunity to speak to the motion, for a time limit not to exceed three minutes, at which time the Chair or Committee chair may indicate the expiration of the time limit. Upon request, a Trustee or Committee member may be granted an extension to the time limit at the discretion of the Trustees present or the Committee members present. When all Trustees or Committee members who appear desirous of speaking to the motion have spoken, the Chair or Committee chair shall ask if any Trustee or Committee member who has not spoken wishes to speak. Following completion of debate by other Trustees or Committee members, the Chair or Committee chair shall ask the Trustee or Committee member who moved the motion to close debate, by summing up, if he or she wishes to do so. The question shall then be put to a vote. During debate, any Trustee or Committee member may ask a question for clarification or to have the motion read.
- (d) Exceptions where a Trustee or Committee member may be recognized by the Chair or Committee chair, to move a motion pertinent to the question under debate, prior to or after such Trustee or Committee member has spoken to the motion, shall be:
  - (i) to adjourn;

- (ii) question of privilege;
- (iii) point of order;
- (iv) to withdraw the motion;
- (v) objection to consideration;
- (vi) to table;
- (vii) to postpone;
- (viii) to refer; and
- (ix) to amend.

The above-mentioned motions are in order as to precedence.

- (e) A Trustee or Committee member, while speaking, shall not be interrupted by another Trustee or Committee member, other than the Chair or Committee chair, except on a point of order.
- (f) If the Chair or Committee chair vacates the chair for the purpose of participating in debate, he/she shall request the Vice-chair or Committee vice-chair or, in his/her absence, another Trustee or Committee member to take the chair. The appointed Trustee or Committee member shall preside until the motion under debate has been voted on.
- (g) Should the chair of a Committee be absent from a meeting of the Board at which any matter is referred to his/her Committee for consideration, the Director shall notify the chair of the Committee in question.
- (h) If a motion is made introducing any new matter, of which no notice has been given at any previous meeting, any Trustee or Committee member may demand that notice be given. In this case, the motion will stand as a "notice of motion" for the next meeting.
- (i) The Chairperson of the Committee, in consultation with the Committee members, has the discretion to allow some deviation from strict adherence to the rules of order to facilitate the smooth flow of business.

#### **4.17. Voting at Board and/or Committee Meetings.**

- (a) Each Trustee and Committee member may vote once on any motion and a vote may not be changed after being counted. The Chair or Committee chair, as the case may be, shall ensure that a clear indication of each Trustee's or Committee member's vote is obtained.

- (b) When a question under consideration contains several propositions, each proposition shall be voted on separately if requested by a Trustee or Committee member.
- (c) On any motion before the Board or a Committee, the Chair or Committee chair shall, upon request, call the vote, announce the number for the motion, the number against, the number abstained, the number absent, and shall declare the motion carried or defeated.
- (d) Any Trustee or Committee member may call for a recorded vote on a motion, in which case a motion is to be brought forward by that trustee and seconded, and then a vote taken on whether the item in question will have a recorded vote. If the motion for a recorded vote passes, then a record shall be entered into the minutes of the names of those Trustees voting in the affirmative, those voting in the negative, and those abstaining on the motion in question
- (e) Any Trustee or Committee member may call for a ballot or standing vote on any motion.
- (f) Any motion on which there is an equality of votes is lost. **(Section 208(12) Education Act)**

#### **4.18. Curfew.**

- (a) A 9:30 p.m. curfew shall prevail at all meetings of the Trustees.
- (b) When the item being dealt with at 9:30 p.m. has been disposed of, before further business is undertaken, a motion shall be passed to extend the curfew.
- (c) The period between the passing of the motion referred to in Section 4.19(b) and 10:00 p.m. shall, if necessary, be devoted only to urgent matters.
- (d) When the item being dealt with at 10:00 p.m. is disposed of, no further business shall be transacted during the meeting unless two-thirds of the Trustees present give their consent.

#### **4.19. Delegations at Board and/or Committee Meetings.**

- (a) Any delegation may request to address or ask questions of the Board or a Committee at a Board meeting or Committee meeting, as the case may be, that is open to the public.
- (b) The delegation must provide the request in writing to the Director or to the Chair or the Chairperson of the Committee, as the case may be, at least two weeks prior to the next regular meeting of the Board or at least one week prior to the Committee at which the delegation may be heard.



- (c) The request shall contain the topic to be discussed and/or the questions to be asked and the identity of the delegation.
- (d) Copies of the request shall be provided to the Board or Committee, as the case may be, at the same time as the agenda is distributed.
- (e) The presentation by the delegation will be limited to fifteen minutes with a five-minute question period following. Amendments as to the length of time are at the discretion of the Chair or the chair of the Committee, as applicable.
- (f) Following the presentation by the delegation, questions of clarification only will be allowed by the Chair or the chair of the Committee, as applicable.
- (g) In-camera procedure shall apply to meetings involving delegations of an in-camera nature.
- (h) The delegation shall be notified by the Director of the date, time, and location of the meeting at which the presentation may be made.
- (i) A delegation may make only one oral presentation before the Board, on any specific topic, during any six month period.
- (j) A delegation that changes its spokesperson or representatives and requests permission to make a subsequent oral presentation relative to a matter that has been previously presented to the Board shall be considered as the original delegation.
- (k) The Trustees retain discretion to decide all matters concerning delegations.
- (l) A written response shall be sent to the delegation spokesperson as soon as possible after the Board has reached a decision on the matter in question.

#### **4.20. Order of Business at Board Meetings.**

The order of business at a Board meeting shall be as follows:

##### **A. Call to Order of the Open Meeting:**

1. Examen and Opening Prayer
2. Acknowledgement of Traditional Lands and Singing of the National Anthem
3. Approval of Agenda
4. Declarations of Conflicts of Interest
5. Approval of the Minutes of the previous Regular Meeting
6. Business Arising Out of the Minutes

- B. Reports from the Director, Students Trustee(s), and Manager of Communications
- C. Presentations
- D. Programs and Services
- E. Business, Finance and Governance
- F. Human Resources
- G. Policy Development
- H. Old Business
- I. New Business
- J. Bring Forward
- K. Information Items:
  - 1. Chairperson's Report
  - 2. Trustees' Committee Reports
  - 3. Highlights of System Achievements
- L. Future Meetings
- M. Conclusion:
  - 1. Report from the In-camera Meeting
  - 2. Closing Prayer
  - 3. Adjournment

## **PART V- CHAIR AND VICE-CHAIR**

### **5.1. Chair.**

The Chair of the Board meetings (the "Chair") shall be elected at each Inaugural/Annual Meeting of the Board as follows:

- (a) The Board shall appoint two individuals, who shall not be Trustees, as tellers to distribute, collect, and count the ballots. The tellers shall also report the results of votes on a blackboard/whiteboard, as set out below.
- (b) Ballots shall be distributed and each Trustee shall be asked to nominate one Trustee as a candidate for the position of Chair.
- (c) After collecting the ballots, one teller shall list, alphabetically, on a blackboard/whiteboard, the names of the candidates nominated.
- (d) The Acting Chair shall read the names of the candidates nominated, beginning at the top and reading down. Then, beginning at the bottom and reading up,

each candidate, as his or her name is called, shall announce his or her intention to stand or decline, with the names of the candidates who decline being erased from the blackboard/whiteboard.

- (e) If only one candidate announces the intention to stand, the Acting Chair shall announce that person as the Chair for the current year.
- (f) If more than one candidate announces the intention to stand for the office of Chair, an election shall be conducted.
- (g) The tellers shall distribute ballots, one to each Trustee. Each Trustee may vote for one candidate only.
- (h) The following ballots shall be declared spoiled: (i) ballots listing the names of more than one candidate; (ii) ballots containing no name; (iii) ballots containing an illegible name; and (iv) two ballots folded together and each containing a name.
- (i) The Acting Chair shall ask if all Trustees have had an opportunity to vote. If a positive reply is received, the Acting Chair shall ask the tellers to collect, count, and report the vote. When a candidate receives an overall majority on any vote of the votes cast, the candidate shall be declared elected. On any vote where no candidate receives an overall majority of votes cast, the teller shall remove from the blackboard / whiteboard the name of the candidate with the least number of votes.
- (j) Voting shall proceed pursuant to the procedures set out in Sections 5.1(g), (h), and until such time as a single name remains.
- (k) In the case of an equality of votes, the candidates shall draw lots to fill the position of Chair. **(Section 208(8) Education Act)**
- (l) The Acting Chair shall announce the candidate elected as Chair for the current year and ask such person to assume the role of Chair.

## **5.2. Vice-chair.**

The Chair shall conduct the election of a Vice-chair (the "Vice-chair") in the manner set out in Section 5.1 for the election of the Chair.

## **5.3. Trustee Membership on Committees**

The Chair shall conduct the election of all Trustee members to Committees (and Committee chairs where applicable) in the manner set out in Section 5.1 for the election of the Chair.

## **5.4. Term.**

The term of the Chair and Vice-chair shall be one year. **(Section 208(5) Education Act)**

### **5.5. Signing Authority.**

Following an election for a Chair and/or Vice-chair, where there has been a change in the Chair and/or Vice-chair, a motion shall be held providing the newly- elected Chair and/or Vice-chair, as the case may be, with signing authority for and on behalf of the School Board.

### **5.6. Role of Chair and Vice-chair on Committees.**

The Chair shall be, ex officio, a member of all Committees, except where otherwise required by the Act, the Regulations or the By-laws. As such member of the Committees, the Chair will have the right to vote, move motions, and participate in debates, but will not count for quorum. In the absence of the Chair, the Vice-chair shall be an ex officio member at meetings of Committees where the Vice-chair is not a member of that particular Committee.

### **5.7. Voting Right of the Chair.**

The Chair, or the presiding Trustee at a meeting of the Board, except where he or she is the Chief Executive Officer and is not a Trustee, may vote with the other Trustees upon all motions. **(Section 208(12) Education Act)**

### **5.8. Duties of the Board Chair.**

In addition to any other duties under the Act, the Chair of the Board shall:

- (a) Preside over meetings of the Board;
- (b) Conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
- (c) Establish agendas for Board meetings, in consultation with the Board's Director or the supervisory officer acting as the Director;
- (d) Ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (e) Act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (f) Convey the views and decisions of the Board to the Director or the supervisory officer acting as the Director;
- (g) Provide leadership to the Board in maintaining the Board's focus on the multi-year plans;
- (h) Provide leadership to the Board in maintaining the Board's focus on the Board's



mission and vision;

- (i) Assume such other responsibilities as may be specified by the Board; **Education Act, Section 218.4** and
- (j) Collaborate with the Vice-chair in conducting Director Performance Appraisal.

#### **5.9. Duties of the Vice-chair.**

The Vice-chair shall, in addition to those duties assigned under provincial legislation:

- (a) in the absence of the Chair or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, the By-laws, or regulation;
- (b) perform such other duties as may be prescribed by the Board from time to time;
- (c) Collaborate with chair in conducting Director Performance Appraisal; and
- (d) To act as the board liaison with the Student Council Liaison Committee.

#### **5.10. Vacancy.**

At the first meeting after a vacancy occurs in the office of Chair or Vice-chair, the Trustees shall elect one of themselves as Chair or Vice-chair, as the case may be, in the manner set out in Section 5.1, and such newly-elected Chair or Vice-chair shall preside in such role until the next Inaugural/Annual Meeting of the Board. **(Section 208(5) Education Act)**

### **PART VI- INSURANCE**

#### **6.1. Insurance.**

Subject to applicable law, the Board may purchase and maintain such insurance for the benefit of its Trustees and officers as the Board may, from time to time, determine. **(Section 171(1)46 Education Act)**

### **PART VII- OFFICERS**

#### **7.1. Election and Appointment.**

The Board shall, at each Inaugural/Annual Meeting of the Board, and more often as may be required elect the Chair and Vice-chair, as per Part V herein; **(Section 208(5) and (7) Education Act)**

The Secretary and the Treasurer shall be the Director.

## **7.2. Remuneration and Removal.**

Except as set out in Sections 3.5 and 3.6, the officers who also serve as Trustees shall serve as Trustees and officers without remuneration. The remuneration of all officers elected or appointed by the Board who do not also serve as Trustees shall be determined from time to time by motion of the Board. All officers, in the absence of agreement to the contrary, shall be subject to removal by motion of the Board at any time, with or without cause. **(Section 171(1)3 Education Act)**

## **7.3. Powers and Duties.**

All officers shall sign such contracts, documents, or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their respective office and such other powers and duties respectively as may, from time to time, be assigned to them by the Board.

Every officer appointed by a Board is responsible to the Board through its Chief Executive Officer for the performance of the duties assigned to him or her by the board

## **7.4. Duties May be Delegated.**

In case of the absence or inability to act of any officer or for any other reason that the Board may deem sufficient, the Board may delegate all or any of the powers of any such officer to any other officer or to any Trustee for the time being.

## **7.5. Secretary.**

The Secretary shall be responsible for:

- (a) keeping a full and correct record of the proceedings of every meeting of the Board and Committees in the minute book provided for that purpose by the Board and ensuring that the minutes when confirmed are signed by the Chair or Committee chair or presiding Trustee or Committee member;
- (b) transmitting to the Ministry copies of reports requested by the Ministry;
- (c) giving notice of all meetings of the Board to each of the Trustees by sending an e-mail and/or written notice to his or her residence, along with the agenda for the upcoming meeting;
- (d) calling a special meeting of the Board on the request in writing of the majority of the trustees; and
- (e) performing such other duties as may be required by the Act, the Regulations, or the Board. **(Section 198(1) Education Act)**

## **7.6. Treasurer.**

- (a) The Treasurer shall be responsible for:
  - (i) receiving and accounting for all money of the Board;
  - (ii) opening an account or accounts in the name of the Board in such place of deposit as may be approved by the Board;
  - (iii) depositing all money received by the Treasurer on account of the Board, and no other money, to the credit of such account or accounts;
  - (iv) disbursing all money as directed by the Board;
  - (v) producing, when required by the Board or by auditors or other competent authority, all papers and money in the Treasurer's possession, power, or control belonging to the Board; and **(Section 198(5) Education Act)**
- (b) The Treasurer shall give to the Board a bond of an insurer licensed under the *Insurance Act* (Ontario) to write surety and fidelity insurance for the faithful performance of the Treasurer's duties as the Trustees in their discretion may require. If the Trustees refuse or neglect to take proper security from the Treasurer or other person to whom they entrust money of the Board and any of the money is forfeited or lost in consequence of the refusal or neglect, every Trustee shall be personally liable for such money, but no Trustee is liable if the Trustee proves that he or she made reasonable efforts to procure the taking of the security. **(Section 198(2),(3), and (4) Education Act)**
- (c) Every year, the Treasurer shall prepare the financial statements of the Board by the date prescribed under the Act and, on receiving the auditor's report on the financial statements, shall promptly give the Ministry two copies of the financial statements and the auditor's report. **(Section 252(1) Education Act)**
- (d) Within one month after receiving the auditor's report on the Board's financial statements, the Treasurer shall:
  - (i) publish the financial statements and the auditor's report, in the form the Minister may prescribe, on the Board's website
  - (ii) mail or deliver a copy of the financial statements and auditor's report, in the form the Minister may prescribe, to each of the Board's supporters; or
  - (iii) otherwise make the information in the financial statements and auditor's report available to the public, to the extent and in the manner directed by the Minister. **(Section 252(2) Education Act)**
- (e) The Board shall give the necessary orders on the Treasurer for payment of all money expended for school purposes and of such other expenses for promoting the

interests of the schools under the jurisdiction of the Board as may be authorized by this Act or the regulations and by the Board. **(Section 170(1) Education Act)**

#### **7.7. Chief Executive Officer.**

In accordance with the Act, the Director shall hold the offices of chief education officer and Chief Executive Officer and, when exercising such office, shall be known as the Chief Executive Officer. The Chief Executive Officer, in addition to those duties assigned under the Act, the Regulations and this By-law shall:

- (a) within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies; and
- (b) at the first Inaugural Meeting, the Chief Executive Officer of the Board shall submit to the Board a report in a format approved by the Minister on the action he or she has taken during the preceding 12 months under subsection (1) above and a copy of such report shall be submitted to the Minister on or before the 31st day of January next following.

In addition to his or her other duties under the Act, the Director shall:

- (a) annually review with the Board the multi-year plan;
- (b) ensure that the multi-year plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Act, in particular, its responsibility for student achievement;
- (c) implement and monitor the implementation of the multi-year plan;
- (d) report periodically to the Board on the implementation of the multi-year plan; and
- (e) immediately upon discovery bring to the attention of the Board any act or omission by the Board that in the opinion of the Director may result in or has resulted in a contravention of the Act or any policy, guideline or regulation made under the Act.

#### **7.8. Vacancies.**

If the office of any officer shall be or becomes vacant by reason of death, resignation, disqualification, or otherwise, the Trustees shall, in the case of the Chair, elect from



among themselves a person to fill such vacancy and, in the case of any other office, appoint a person to fill such vacancy.

## **PART VIII- EXECUTION OF DOCUMENTS**

### **8.1. Signing Authorities.**

All deeds, conveyances, mortgages, bonds, debentures, agreements, and other documents approved by the Board shall be sealed with the seal of the Board and signed by two of:

- (a) the Chair or Vice-chair, as appropriate;
- (b) the Director or the Superintendent of Business and Finance, as appropriate

In addition, the Board may, from time to time, direct the manner in which, and the person or persons by whom, any particular instrument or class of instruments may or shall be signed.

### **8.2. Seal.**

The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Board.

### **8.3. Affixing Corporate Seal.**

The seal of the Board shall be in custody of the Superintendent of Business and Finance and any signing officer may affix the corporate seal to any instrument.

### **8.4. Seal Register.**

A log book will be kept, recording the name of the person who used the seal, the date, and the type of document.

### **8.5. Minutes.**

The Chair or other presiding trustee and the Director shall sign the minutes of all Board meetings.

### **8.6. By-laws.**

Every by-law of the Board, upon adoption, shall be signed by the Chair or the chair of the meeting at which it is adopted, and by the Director.

### **8.7. Certification of Documents.**

Any signing officer may certify a copy of any instrument, motion, by-law, or other document of the Board to be a true copy thereof.

#### **8.8. Execution Not Under Seal.**

Documents covering matters not required to be executed under the seal of the Board may be signed by the Director.

#### **8.9. Cheques, Drafts, Notes, etc.**

- (a) All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers, or by such person or persons, whether or not officers, and in such manner, as the Board may, from time to time, designate.
- (b) The signature of the Director and of any other person authorized to sign cheques issued by the Director may be written or engraved, lithographed, printed, or otherwise mechanically reproduced on cheques. **(Section 171(1.16) Education Act)**

#### **8.10. Inspection of Books and Accounts.**

Any person may, at all reasonable hours, at the head office of the Board, inspect the minute book, the audited annual financial report, and the current accounts of the Board, and, upon the written request of any person and upon the payment to the Board at the rate of 25 cents for every 100 words or at such lower rate as the Board may fix, the Director shall furnish copies of them or extracts there from certified under the Director hand. **(Section 207(4) Education Act)**

### **PART IX- CONFLICT OF INTEREST GUIDELINES**

#### **9.1. Indirect Pecuniary Interest.**

- (a) Where a Trustee or Committee member, either on his or her own behalf or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Board meeting or Committee meeting at which the matter is the subject of consideration, the Trustee or Committee member;
  - (i) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - (ii) shall not take part in the discussion of, or vote on any question in respect of the matter; and
  - (iii) shall not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.

**(Section 5(1) Municipal Conflict of Interest Act)**

- (b) Where the meeting referred to in Section 9.1 (a) is not open to the public, in addition to complying with the requirements of that Section, the Trustee or Committee member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. **(Section 5(2) Municipal Conflict of Interest Act)**
- (c) Where the interest of a Trustee or Committee member has not been disclosed as required by Section 9.1(a) by reason of the Trustee's or Committee member's absence from the meeting referred to therein, the Trustee or Committee member shall disclose the interest and otherwise comply with Section 9.1 (a) at the first meeting of the Board or Committee attended by the Trustee or Committee member after the meeting referred to in Section 9.1 (a). **(Section 5(3) Municipal Conflict of Interest Act)**
- (d) Every declaration of interest and the general nature thereof shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Secretary or the secretary of the Committee meeting, as the case may be. **(Section 6(1) Municipal Conflict of Interest Act)**
- (e) Every declaration of interest, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. **(Section 6(2) Municipal Conflict of Interest Act)**
- (f) Where the number of Trustees or Committee members who, by reason of the provisions of the *Municipal Conflict of Interest Act* (Ontario), are disabled from participating in a meeting is such that, at that meeting the remaining Trustees or Committee members are not of sufficient number to constitute a quorum, then, despite any other law, the remaining number of Trustees or Committee members shall be deemed to constitute a quorum, provided such number is not less than two. If the number is less than two, the relevant provisions under the *Municipal Conflict of Interest Act* (Ontario) shall be followed. **(Section 7(1) Municipal Conflict of Interest Act)**
- (g) Subject to the exceptions set out in the *Municipal Conflict of Interest Act* (Ontario), a Trustee or Committee member has an indirect pecuniary interest in any matter in which the Trustees are concerned if,
  - (i) the Trustee or Committee member or his or her nominee,
    - (A) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
    - (B) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public; or

- (C) is a member of a body, that has a pecuniary interest in the matter; or
- (ii) the Trustee or Committee member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. **(Section 2 Municipal Conflict of Interest Act)**
- (iii) For greater certainty, the direct or indirect pecuniary interest of the parent, spouse, same-sex partner, or child of a Trustee is deemed under the Municipal Conflict of Interest Act (Ontario) to be a pecuniary interest of the Trustee. **(Section 3 Municipal Conflict of Interest Act)**

## **PART X- FINANCE: BORROWING AND EXPENDITURES**

Notwithstanding the board's obligation to abide by all sections of the Act and Regulations pertaining to finance, the following obligations are highlighted in these By-laws:

### **10.1. Debts.**

The Board shall not incur a debt, financial obligation, or liability that would cause the Board to exceed a limit prescribed by the Minister under the Regulations unless it first obtains the approval of the Minister. **(Section 242(2) Education Act)**

### **10.2. Current Borrowing.**

Despite the provisions of any legislation, the Board may by motion authorize the Director and the Chair or Vice-chair to borrow, from time to time, the sums that the Board considers necessary to meet the current expenditures of the Board until the current revenue has been received. **(Section 243(1) Education Act)**

### **10.3. Debt Charges.**

The Board may borrow the sums that the Trustees consider necessary to meet debt charges payable by the Board in any fiscal year until the current revenue has been received. **(Section 243(2) Education Act)**

### **10.4. Limit.**

The amounts the Board may borrow at any one time for the purposes mentioned in Sections 10.2 and 10.3, together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the unrepaid balance of the estimated revenues of the Board, as set out in the estimates adopted for the fiscal year. **(Section 243(3) Education Act)**

## **PART XI- BY-LAW AMENDMENT**

### **11.1. By-law Amendment.**



These By-laws may be amended at any regular meeting or special meeting of the Board by a two-thirds (2/3) vote of the Trustees present at such meeting and entitled to vote, provided that such amendment has been presented as a notice of motion at the previous regular meeting of the Board.

## **PART XII- EDUCATION ACT REVISIONS**

### **12.1. Education Act Revisions.**

Where wording in the Act is revised, the revised legislation will be relied upon in place of the Board By-laws.

## **PART XIII- EFFECTIVE DATE**

### **13.1. Effective Date.**

These By-laws shall come into force without further formality upon their enactment.

### **13.2. Repeal.**

The previous By-laws of the Board regarding Committee Procedures, Board Meetings, Organization of Board, and Committee Reports, 15th day of December, 2011 and revisions dated the 27<sup>th</sup> day of March 2017, and November 27, 2018 are repealed. Such repeal shall not affect the previous operation of any by-law or affect the validity of any act done or right or privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any letters patent, articles of incorporation or predecessor charter documents of the Board obtained pursuant to any such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under the provisions of these By-laws and all motions of the Board with continuing effect passed under any repealed by-law shall continue good and valid except to the extent inconsistent with these By-laws and until amended or repealed.

WITNESS the corporate seal of the Board.

ENACTED by the Board this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Braden Leal  
Board Chairperson

\_\_\_\_\_  
Joan Carragher  
Director of Education, Secretary-Treasurer



**Appointment of Student Trustees, 2022-2023.**

**R.A.:** that Maddy Gaskell, student at Holy Cross Catholic Secondary School, be appointed the Junior Student Trustee for a one-year term, August 1, 2022 through July 31, 2023;

and,

that Siobhan Marie, student at St. Thomas Aquinas Catholic Secondary School, be appointed the Senior Student Trustee for a one-year term, August 1, 2022 through July 31, 2023;

June 13, 2022

Administration

**Joint Health and Safety Committee Semi-Annual Report, June, 2022.**

**R.A.** that the Joint Health and Safety Committee Semi-Annual Report to the Director of Education dated June 8, 2022, be received.

June 13, 2022.

Administration





## JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: Joan Carragher- Director of Education

From: The Joint Health and Safety Committee

Date: June 8, 2022

### 1 Introduction

Under the Ontario Occupational Health and Safety Act and Board Administrative Procedure for Occupational Health and Safety, PVNCCDSB is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. In an effort to support the employer with its health and safety commitment, as well as to ensure employee voice in regards to health and safety, the Joint Health and Safety Committee meets five times per school year to review, update and provide guidance on health and safety related matters. All PVNCCDSB properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period January – June 2022 and demonstrates the commitment of the PNVC Catholic District School Board, schools, administrative sites and the committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

#### Management

|  |                                  |
|--|----------------------------------|
| Richard Driscoll – Co-Chair  | Joseph DeVuono (OECTA)- Co-chair |
| Donna Sorrell  | Bryan Dafoe (CUPE)               |
| Darren Kahler  | Taylor Popplewell (CUPE)         |
| Derek Abrams (P/VP Rep)  | Patricia Taylor(OECTA)           |
| Melissa Featherstone, Health and Safety Officer (Guest Advisor)        |                                  |
| Stephen O’Sullivan, Superintendent of Human Resources (Guest Attendee) |                                  |
| Kelly McNeely, OECTA President (Guest Attendee)                        |                                  |
| Nora Shaughnessy, CUPE President (Guest Attendee)                      |                                  |

## **2 Highlights from January to June 2022**

- The committee continues to discuss COVID 19 as a standing item on the committee agenda for the duration of the 2021-2022 school year. In January and March, the JHSC held special meetings to review and provide feedback on COVID 19 protocol changes being enacted.
- The JHSC recognizes and appreciates the employers' efforts to disseminate COVID Rapid Antigen Tests to each PVNC staff member
- Health and Safety Training Day- the JHSC had an opportunity at the April 2022 meeting to provide feedback and ideas for consideration for the Annual Staff Health and Safety Training Day in August/September 2022
- JHSC Audits for the 2021-2022 school year were completed at 6 schools.  
Monsignor Leo Cleary CES – Feb 9, 2022: 0 items of concern noted  
Good Shepherd CES- Feb 9, 2022: 2 items noted, all resolved as of May 30, 2022  
St. Joseph (Douro)- Feb 9, 2022: 6 items noted, all resolved as of March 4, 2022  
St. Dominic CES- Jan 26, 2022: 15 items noted, 5 remain outstanding  
St. Luke CES- Jan 26, 2022: 14 items noted, 1 remains outstanding  
St. Thomas Aquinas CSS- Jan 18, 2022: 11 items noted, 1 remains outstanding  
Common findings during these audits included: items missing (out of date) on safety bulletin boards, fire plans or designated substance reports missing from Fire Plan Box, missing/incorrect fire exit posters in classrooms.
- The JHSC sent out an email March 23, through the Health and Safety Officer, to Work Site Inspection Committee Representatives to remind them of obligations and some frequently missed requirements. It is hoped that this reminder will improve timely inspection and WSIC Meeting Minutes submission completions for the remainder of the year.
- As of June 7, the JHSC has made 7 (including 1 solely endorsed by the worker co-chair) recommendations to the employer to date.
- Following a 2018 Recommendation to the employer, on April 28 of this year the PVNCCDSB community again recognized the National Day of Mourning. The JHSC appreciates the employer's commitment to acknowledging this day by lowering flags at all schools and the CEC and through dissemination of an all staff message from the Director.
- The Ministry of Labour, Training and Skills Development (MOLTSD) has conducted 2 field visits since January 2022. One in regards to COVID practices and one in regards to a staff work refusal. No orders were issued as a result.
- The JHSC received its first safety concern forms, filed in accordance with the Terms of Reference. Through discussion and review it was noted that the process lacked a component regarding follow-through and resolution of the item after having been discussed by the JHSC. The safety concern form template was revised in the newly submitted Terms of Reference to address this oversight.
- The JHSC has received approval of the newly revised Terms of Reference from the MOLTSD. The Minister's Order, dated June 1, 2022, approves our multi-site committee until June 1, 2027.

## **3 Upcoming/Ongoing Projects**



- The JHSC formed Workplace Violence Sub-Committee in 2020. This year, the sub-committee has visited 6 schools to conduct interviews with administration as well as staff whom have experienced workplace violence. As a result, a number of recommendations in this regard have been brought forth to the employer. Workplace Violence prevention continues to be a concern and focus of the JHSC. Workplace Violence remains the highest reported incident/accident type in our workplaces. We encourage the employer to examine any additional efforts it may make to reduce the number of these incidents experienced by staff.
- Workplace Violence Risk Assessment Surveys were completed at each school/ admin office in November/December 2021. Reports for each facility were compiled and shared with the facility/school and the Joint Health and Safety committee (June 2022 meeting). The committee will review these reports and discuss any additional requested actions/ recommendations/ clarification regarding the report results.
- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.

#### **4 Learning Opportunities**

- Derek Abrams, Management member of the JHSC, completed JHSC Certification Part 1 this school year, and is working towards completion of Part 2 certification by end of July 2022.
- At the June meeting of the JHSC a representative from Workplace Safety and Prevention Services attended to present to the committee regarding accident investigations.
- The new Terms of Reference for the committee may result in additional training/ on-boarding of members in the 2022-2023 school year to meet the newly established training commitments requested by the MOLTSD

#### **5 Incident Reporting**

##### Incident Type Totals September 2021 – June 2 2022

For the school year running September 2021- June 2 2022 (current), there have been 1155 total incident reports placed. The most reported incident types being:

- (1) Workplace Violence
- (2) Struck Against/ Contact With
- (3) Falls

Of the 1155 incident reports received in the time period of Sept 2021- June 2, 2022, 92 have resulted in staff having lost-time , health care claims or exposure reports. These incidents are reported to WSIB as compensable injuries.

An analysis of WSIB Claims filed identifies these leading causes:

- COVID Exposure (33)
- Struck/ Contact By (18)
- Falls (16)

## Aggression (9)

### Monthly Inspection Completion Rates

|           |      |
|-----------|------|
| September | 89%  |
| October   | 92%  |
| November  | 87%  |
| December  | 95%  |
| January   | 92%  |
| February  | 92%  |
| March     | 95%  |
| April     | 100% |
| May       | 100% |

### Work Site Inspection Committee: Quarterly Minutes Completion

By end of May, each facility should have completed 3 meetings, with a 4<sup>th</sup> scheduled for June/July.

20 facilities have completed 3 meetings

8 facilities have completed 2 meetings

6 facilities have completed 1 meeting

3 facilities have completed 0 meetings

## **6. 2021 -2022 JHSC Goals / Priorities**

The Joint Health and Safety Committee has worked towards our 2021-2022 priorities with the following efforts.

- Focus on Workplace Violence Prevention-
  - Sub-Committee work on the topic- 6 school visits, recommendations drafted and submitted.
  - Receipt of PVNCCDSB Workplace Violence Risk Re-assessments at the June 2022 JHSC meeting. These reports will be reviewed by the JHSC and any concerns/ recommendations brought forward. The JHSC may make recommendations to the employer, identify required policies, procedures or guidelines as a result of this review.
  - Ongoing JHSC Meeting review of WV Incident Reports
  - During the sub-committee visits to schools we reviewed the use of the Notification of Risk form to communicate workplace violence risks to staff and high-lighted the importance of continued use of this form
- COVID-19 Safe Return to Work/School - The JHSC continued to be consulted and provide feedback to the employer regarding the return to work/school throughout the 2021-2022 school year as new procedures/ policies and practices were considered by the Board to protect workers. The JHSC was given the opportunity to review and provide feedback regarding safety implications for staff. COVID-19 was discussed as an ongoing item on the JHSC agenda for each meeting of the 2021-2022 school year. The JHSC was also involved with a number of Ministry of Labour, Training and Skills Development field visits throughout the 2021-2022 school year in regards to COVID



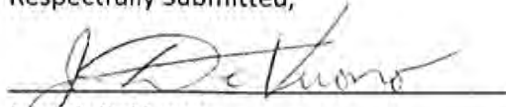
procedure reviews related to both COVID protocol creation and COVID exposures in the workplace.

- The JHSC is committed to ensuring staff psychological health and safety is addressed in an ongoing manner. Through this lens, the JHSC provided feedback and input to the employer in relation to a number of policy reviews it completed this year, including, but not limited to AP 912, AP 809, AP 508 and AP 509.

**7. 2022 -2023 JHSC Goals / Priorities**

- Increase capacity within the JHSC- The JHSC intends to introduce additional training components to meetings next year wherever possible. There are a number of new/ newer members to the committee and additional information regarding the hazards of our workplaces will increase discussion and contributions to health and safety advancement. In addition, 3 (possibly more) members will be completing Certification Part 1 training as a requirement of the newly approved Terms of Reference and the JHSC commitment to ensuring members acquire this base knowledge of health and safety.
- Workplace Violence remains a priority of the JHSC given that it was the most frequently reported incident type of the 2021/2022 school year. The JHSC will endeavour to work collaboratively with the Special Education Department in regards to continued improvement in regards to improvements focused on mitigating the risks of workplace violence.
- The JHSC will undertake a review of Struck/Contact By incidents and discuss efforts to introduce policies and practices that would assist in mitigating the types of risks identified.

Respectfully Submitted,



Joseph DeVuono

Worker Co-Chair (OECTA)



Richard Driscoll

Management Co-Chair (Facilities)

June 23<sup>rd</sup>, 2022

Braden Leal, Chair of the Board of Trustees  
The Peterborough, Victoria, Northumberland and Clarington Catholic District School Board  
1355 Lansdowne St W  
Peterborough, ON K9J 7M3

RE: OSTA-AÉCO Executive Council

Dear Chair Leal,

My name is Declan Amaral, and I am the incoming Chief Executive Officer of the Ontario Student Trustees Association – L'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AÉCO). It is my pleasure to share with you that after an extensive hiring process, Student Trustee Siobhan Marie has been selected to the position of Policy Coordinator by her Student Trustee colleagues. Student Trustee Marie will work to curate the policy positions of our organization and sit on the Executive Council of OSTA-AÉCO. I am confident that she will continue to be an excellent representative of your communities at the provincial level.

On behalf of the organization, I also thank you for continuing to put your faith in OSTA-AÉCO as representatives of the student body with the Ministry of Education and other stakeholders in education. If you have any concerns or questions pertaining to our organization, please feel free to message me at any time.

Yours in Education,

**Declan Amaral**

Incoming CEO of OSTA-AÉCO