



REVISED

Canadian School Boards Association Congress and Trustees Gathering on Indigenous Education, 2020: (Expense Approval)

To: Committee of the Whole

Date: 13 November, 2019

Report No.: 19-11-3778

Strategic Directions

- Provide Equity of Access to Learning Opportunities for All Students
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is **RECOMMENDED** that the request from Trustees Shelley Laskin and Christopher Mammoliti to attend the Canadian School Boards Association Congress 2020 and the Trustees Gathering on Indigenous Education from July 2 to 5, 2020, in Banff, Alberta be approved.

Context

The Canadian School Boards Association Congress (Appendix A) theme is “Standing Stronger Together”, reflecting the importance of education and what happens when we work together. The sessions are designed for an audience of school board trustees, Kindergarten to Grade 12 education leaders and education policy-makers.

Action Plan and Associated Timeline

Administrative Liaisons will complete the registration and applicable bookings once conference is approved.

Resource Implications (Estimate)

The total estimated cost for the conference is \$3,818. The conference will be paid from the trustees' discretionary budget.

Board Policy and Procedure Reference(s)

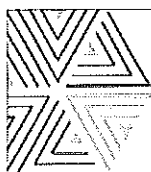
Governance Procedure PR582(b) Trustee Expense

Appendices

- Appendix A: Background Information
- Appendix B: Conference Forms (Trustees Laskin and Mammoliti)

From

Colleen Russell-Rawlins at Colleen.Russell-Rawlins@tdsb.on.ca or at 416-397-3187



OPSBA ↔ Connects



2019
10/17

CSBA Congress and the Trustees Gathering on Indigenous Education 2020

Education Partner News Trustee PD

CSBA Congress is being hosted in Alberta in 2020. The event will be held in Banff, Alberta from July 2-5, 2020 at the Banff Centre for Arts and Creativity. This year's theme is "Standing Stronger Together," reflecting the importance of education and what happens when we work together.

There are two messages from the organizers in Alberta – one on hotel accommodation and the second is a call for presenters:

1. HOTEL ACCOMMODATION

A block of rooms at the Banff Centre for Arts and Creativity is nearly full.

If you have not yet made a reservation, there are still rooms available at the Banff Lodging Company. Please follow the steps below to book:

Phone: Mention promo code **CSBA2020** when booking over the phone at 1-800-563-8764

Online: When booking online:

- Click on the "BOOK ONLINE" button
- On the left hand side, click on "Add Code"
- Change drop down to "Group Attendee"
- Enter promo code CSBA2020 and click "ADD"
- Then select dates on top bar and "SEARCH"
- Then select the Hotel you want to book
- Complete booking

While the Banff Centre for Arts and Creativity is nearly full, please follow the steps below to book:

- Phone: Mention promo code CSBA2020 when booking over the phone at 1-800-884-7574
- Online: Click this link** to book online (no code needed)

If reservations using the above code are full, please follow the steps below (promo code only applies to the Lloyd Hall Queen (1 bed) room type and is based upon availability):

- Phone: Mention promo code **CSB2007** when booking over the phone at 1-800-884-7574
- Email: Use code **CSB2007** when booking at reservations@banffcentre.ca

The ASBA website will be updated as information becomes available, including registration, so check back often!

2. CALL FOR PRESENTERS

Conference organizers are seeking proposals for up to six concurrent sessions, each 75 minutes in length that will occur on July 4 and July 5.

This event is designed for an audience of school board trustees, senior K-12 education leaders, and education policy-makers. The Congress Committee will notify presenters of the scheduled date and time for their session(s).

Click [here](#) for an outline of all the necessary information regarding presentation content/format and what should be included in the application package. The proposal submission deadline is:

October 11, 2019

Submit your presentation by email to: jolson@asba.ab.ca Call for presenters.ca
Presenters will be notified by December 31, 2019

Presenters attending the conference must register for the conference separately. Presenters who will only be in attendance for their session, and not attending the entire conference, are not required to register for the conference.

NOTE: Presenters are responsible for their own travel and accommodations.

We still have a few more details to work out before registration opens; however, bookings for accommodations are now available! Find details [here](#).

The [ASBA website](#) will be updated as information becomes available, including registration, so check back often.

If you have any questions about the call for presentations, please contact: Jan Olson, Chief Business Officer, ASBA by email: jolson@asba.ab.ca.

OUT-OF-PROVINCE/OUT OF COUNTRY CONFERENCES AND WORKSHOPS

Part A – Conference Information (approval MUST be obtained prior to attendance)

Date: _____

Employee Number: ██████████	Work Phone 416-395-8787	Home Phone
Name of Applicant Christopher Mammoliti		Position Trustee
Home Address 5050 Yonge St		City Toronto Postal Code M2M 5N8
School/Department Name Trustee Services		Method of Travel Flight
Name & Purpose of Conference – CSBA Congress 2020 & National Trustee Gathering on Standing Stronger Together		
Location of Conference Banff, Alberta		Dates of Conference July 2-5 2020

The cost should be charged to GL (check one) and Cost Centre:

31500 – Prof Dev – Academic & Supervisory Officer	<input type="checkbox"/>	1. Cost Centre # <u>18455550</u>
31700 – Prof Dev – All other Staff	<input type="checkbox"/>	2. Cost Centre # _____

Estimated Expenses:

	US\$	CDN\$ (Canadian Equivalent)	Note:
• Registration	\$ _____	\$ <u>1200</u>	Approved expenses include registration, transportation, accommodation, meals and other reasonable expenses depending upon the location of the conference, but only when these expenses are not part of the conference fee. The maximum meal expenditure per day shall be provided up to \$60, capped at the amounts indicated. The maximum amount is inclusive of taxes and gratuity. Gratuity amounts are capped at 15% of pre-tax amounts.
• Transportation (other than airfare)	_____	<u>150 (taxi)</u>	
• Accommodation <u>4</u> Days	_____	<u>1488</u>	
• Meals (receipts must be provided)			
○ Breakfast \$10 x 4 days	\$ _____	\$ <u>80</u>	
○ Lunch \$20 x 4 days	\$ _____	\$ <u>80</u>	
○ Dinner \$30 x 4 days	\$ _____	\$ <u>120</u>	
Other _____	_____	_____	<u>A copy of the conference brochure must be attached.</u>
• Airfare (to be arranged by the Director's Office)		<u>700</u>	
Total Estimated Cost CDN\$		<u>3818</u>	
(Estimated Conversion Rate = _____)			

Conference approved by:

_____ Principal/Manager Signature	_____ Print Name
_____ Supervisor/Supervisory Officer Signature	_____ Print Name
_____ Funding Source Confirmed (Comptroller/Designate Signature)	_____ Print Name
_____ Associate Director Signature (as appropriate)	_____ Print Name
_____ Director's Signature	

For Participant Information:
Reimbursement is limited to the amount of PD Funds available as indicated on the reverse of this form.

Part B – To Be Completed and Approved Upon Returning From Conference

Actual Expenses Claimed (original receipts MUST be attached for all expenses being claimed):

	US\$	CDN\$ (Canadian Equivalent)	
<u>This section is for Principal/Vice-Principal use ONLY</u>			
• PD Funds Available	\$ _____		
• Subtract Cost of Airfare Arranged Through Director's Office (attach email received from Avenue Travel)	\$ _____		
• Balance of PD Funds Available			
• Registration	\$ _____	\$ _____	
• Transportation (other than airfare)	_____	_____	
• Accommodation _____ Days	_____	_____	
• Meals (see attached receipts – use table below to calculate).			
o Breakfast \$10 x # days	\$ _____	\$ _____	
o Lunch \$20 x # days	\$ _____	\$ _____	
o Dinner \$30 x # days	\$ _____	\$ _____	
• Other _____	_____	\$ _____	
Total Expenses Claimed CDN		\$ _____	
• Balance of PD Funds Remaining		\$ _____	

Note:

Complete this portion after completion of conference/workshop.

All expenses being claimed must be supported by original, detailed receipts (Visa or debit slips are not acceptable). Mileage reimbursement is limited to the maximum of the economy airfare. The maximum meal reimbursement per day shall be provided up to \$60, capped at the amounts indicated.

The maximum amount is inclusive of taxes and gratuity. Gratuity amounts are capped at 15% of pre-tax amounts.

(Conversion Rate = _____)

The table below has been provided to assist in the calculation of eligible meal expenses. Please complete, indicating the date(s) and the amounts claimed for each meal type. Please be reminded that the maximum is inclusive of taxes and gratuities (limited to a maximum of 15%). ALCOHOL IS NOT ELIGIBLE FOR REIMBURSEMENT. Attach a separate sheet if more space is required. Original detailed receipts must be attached.

DATE	Breakfast (max \$10)	Lunch (max \$20)	Dinner (max \$30)	Total (not to exceed \$60)
Total				

I have read the TDSB's PR.582 Expenditure Guidelines and confirm that I am in compliance.

Signature of Conference Participant

Print Name Date

Approvals

Principal/Manager Signature

Print Name Date

Supervisor/Supervisory Officer Signature

Print Name Date

Date Approved

Verified by Comptroller of Finance/Designate

For Accounting Use Only:

Amount of PD Funds Available: _____

**Forward completed form to:
Accounts Payable, 5050 Yonge St., Route NE**

OUT-OF-PROVINCE/OUT OF COUNTRY CONFERENCES AND WORKSHOPS

Part A – Conference Information (approval MUST be obtained prior to attendance)

Date: November 7, 2019

Employee Number: ██████████	Work Phone 416-395-8787	Home Phone
Name of Applicant Shelley Laskin		Position Trustee
Home Address 5050 Yonge Street		City Toronto Postal Code M2M 5N8
School/Department Name Trustee Services		Method of Travel Flight
Name & Purpose of Conference – CSBA Congress 2020 & National Trustee Gathering on Standing Stronger Together		
Location of Conference Banff, Alberta		Dates of Conference July 2-5 2020

The cost should be charged to GL (check one) and Cost Centre:

31500 – Prof Dev – Academic & Supervisory Officer	<input type="checkbox"/>	1. Cost Centre # <u>18495550</u>
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Total Estimated Cost CDN\$		<u>3818</u>	
(Estimated Conversion Rate = _____)			

Conference approved by:

_____ Principal/Manager Signature	_____ Print Name
_____ Supervisor/Supervisory Officer Signature	_____ Print Name
_____ Funding Source Confirmed (Comptroller/Designate Signature)	_____ Print Name
_____ Associate Director Signature (as appropriate)	_____ Print Name
_____ Director's Signature	

For Participant Information:
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<u>This section is for Principal/Vice-Principal use ONLY</u>			
• PD Funds Available			\$ _____
• Subtract Cost of Airfare Arranged Through Director's Office (attach email received from Avenue Travel)			\$ _____
• Balance of PD Funds Available			\$ _____
• Registration	\$ _____	\$ _____	
• Transportation (other than airfare)	_____	_____	
• Accommodation _____ Days	_____	_____	
• Meals (see attached receipts – use table below to calculate).			
o Breakfast \$20 x ___ days	\$ _____	\$ _____	
o Lunch \$20 x ___ days	\$ _____	\$ _____	
o Dinner \$30 x ___ days	\$ _____	\$ _____	
• Other _____	_____	\$ _____	
	Total Expenses Claimed CDN		\$ _____
• Balance of PD Funds Remaining			\$ _____

Note:

Complete this portion after completion of conference/workshop.

All expenses being claimed must be supported by original, detailed receipts (Visa or debit slips are not acceptable). Mileage reimbursement is limited to the maximum of the economy airfare. The maximum meal reimbursement per day shall be provided up to \$60, capped at the amounts indicated.

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DATE	Breakfast (max \$20)	Lunch (max \$20)	Dinner (max \$30)	Total (not to exceed \$70)
Total				

I have read the TDSB's PR.582 Expenditure Guidelines and confirm that I am in compliance.

Signature of Conference Participant

Shelley Laskin

Print Name Date

Approvals

Principal/Manager Signature

Print Name Date

Supervisor/Supervisory Officer Signature

Print Name Date

Date Approved

Verified by Comptroller of Finance/Designate

For Accounting Use Only:

Amount of PD Funds Available: _____

**Forward completed form to:
Accounts Payable, 5050 Yonge St., Route NE**



Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

Committee of the Whole's mandate will be to make recommendations to the Board on:

- a) The development and annual review of the Board's Multi-Year Strategic Plan for the Board, in consultation with the Director or designate;
- b) The Board's inter-governmental relations;
- c) The development and management of plans for senior leadership succession;
- d) Professional development for members of the Board;
- e) Facility and property matters, including property disposition, major capital projects, boundary changes;
- f) Matters related to Trustees and Trustee Services; and
- g) Other issues referred to it from time to time by the Board or the Chair of the Board.