

AGENDA: 6:00 pm

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. Confirmation of the Minutes:
 - [January 23, 2017](#)
 - [January 30, 2017](#)

Reports from Trustee Special Committees:

6. [Governance Committee – January 31, 2017](#)
7. [Policy Committee – February 1, 2017](#)
8. [Finance & Facilities Committee – February 1, 2017](#)

Reports from Community Advisory Committees:

9. [French as a Second Language Advisory Committee – January 25, 2017](#)

10. Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee

11. Meeting Resumes in Public Session

12. Report from Committee of the Whole (private) – February 13, 2017

13. Oral Reports from Liaison Committees:

- A. City/School Board Liaison Committee
- B. Hamilton-Wentworth Home & School Association
- C. HWDSB Foundation
- D. Ontario Public School Boards' Association (OPSBA)

14. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.
<http://www.hwdsb.on.ca/trustees/meetings/>

Trustees: Jeff Beattie, Christine Bingham, Dawn Danko, Penny Deathe, Wes Hicks, Alex Johnstone, Ray Mulholland, Larry Pattison, Todd White. Student Trustees Tory Dockree, Elizabeth Wong.

Regrets were received from Trustees Kathy Archer and Greg Van Geffen

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:06 p.m.

2. Approval of the Agenda

RESOLUTION #17-1: Trustee Deathe, seconded by Trustee Mulholland, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

3. Declarations of Conflict of Interest

None.

4. Confirmation of Minutes

The minutes from December 12, 2016 were confirmed.

5. Correspondence – Peel District School Board re: University Application Fees

RESOLUTION #17-2: Trustee Beattie, seconded by Trustee Johnstone, moved: **That a letter of support re: University Application Fees be written to OPSBA through our OPBSA Director, Trustee Johnstone.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

Reports from Trustee Special Committees:

6. A. Program Committee – December 15, 2016

RESOLUTION #17-3: Trustee Danko, seconded by Trustee Johnstone, moved: **That the report of the Program Committee – December 15, 2016 be received.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

B. Program Committee – January 9, 2017

There was some concern expressed regarding the condition of Mary Hopkins. According to the Long Term Facilities Master Plan this school is scheduled for a Pupil Accommodation Review in 2021.

Superintendent Nunn shared that there will be a transition program for the new students moving into Mary Hopkins School and any plans for the facility will be included in the communication plan.

RESOLUTION #17-4: Trustee Danko, seconded by Trustee Johnstone, moved: **That the report of the Program Committee – January 9, 2017 be approved, including:**

- A. Establishment of a French Immersion program at Mary Hopkins in September 2017. The program will begin at Mary Hopkins with students who are in French Immersion in Grades 1 to 3 in September 2017 and residing in the Mary Hopkins, Balaclava and Flamborough Centre English catchment areas. This program would expand to Grade 5 by 2020; and
- B. In September 2020 the Board establishes a French Immersion program at Flamborough Centre for grade 6, 7 and 8; and
- C. Students currently living in the Mary Hopkins boundary and attending French Immersion in Grades 1 to 3 at Guy Brown will be given the option of staying at Guy Brown for the 2017-2018 school year (and beyond and will continue to receive transportation). Students entering Grade 1 at Mary Hopkins may register for French Immersion at Guy Brown out of catchment if they have a French Immersion sibling currently enrolled at Guy Brown. This student may remain at Guy Brown as long as they stay in the French Immersion program at Guy Brown. Siblings who are granted out of catchment to attend Guy Brown may be offered courtesy transportation so long as there is space on the bus.

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

7. A. Finance & Facilities Committee – December 14, 2016

RESOLUTION #17-5: Trustee Hicks, seconded by Trustee Bingham, moved: **That the report of the Finance & Facilities Committee – December 14, 2016 be received.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

B. Finance & Facilities Committee – January 18, 2017

Prior to voting on the report, Trustees asked to separate some items for voting purposes.

RESOLUTION #17-6 (item B): Trustee Beattie, seconded by Trustee Hicks, moved: **That the Hill Park Feasibility Study report be referred back to the Finance & Facilities Committee for further review, including a \$5.2 million spending cap on the project.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

RESOLUTION #17-7 (item C): Trustee Hicks, seconded by Trustee Danko, moved: **That the Key Parameters and Assumptions to guide the 2017/2018 Budget Development be approved.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

RESOLUTION #17-8 (item D): Trustee Hicks, seconded by Trustee Danko, moved: **That the 2017/2018 Board Budget Priorities for Consultation Purposes be approved as**

- Improving Mathematics
- Program Strategy
- School Renewal
- Special Education
- Student Supports
- 21st Century Learning (Transforming Learning Everywhere)

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

RESOLUTION #17-9 (item E): Trustee Hicks, seconded by Trustee Danko moved: **That Board staff be directed to prepare a 5-year implementation plan to deliver the priorities related to the Elementary School Benchmark Strategy for all schools that have been through an accommodation review and including those school not yet scheduled by June 2017 and provide the intent for all schools remaining beyond the 5-years.** (motion was amended)

The amendment was **CARRIED** on the following division of votes:

In favour (8) Trustees Bingham, Beattie, Danko, Hicks, Johnstone, Mulholland, Pattison, and White.
Student Trustees Tory Dockree and Elizabeth Wong

Opposed (1) Trustee Deathe

It was requested that the amended motion be further broken down into two parts to be voted on separately.

RESOLUTION #17-10: Trustee Hicks, seconded by Trustee Danko, moved: **That Board staff be directed to prepare a 5-year implementation plan to deliver the priorities related to the Elementary School Benchmark Strategy for all schools that have been through an accommodation review and including those school not yet scheduled by June 2017.**

The motion was **CARRIED** on the following division of votes:

In favour (8) Trustees Bingham, Beattie, Danko, Hicks, Johnstone, Mulholland, Pattison, and White.
Student Trustees Tory Dockree and Elizabeth Wong

Opposed (1) Trustee Deathe

RESOLUTION #17-11: Trustee Hicks, seconded by Trustee Danko, moved: **That Board staff provide the intent for all schools remaining beyond the 5-years.**

The motion was **CARRIED** on the following division of votes:

In favour (7) Trustees Bingham, Beattie, Danko, Johnstone, Mulholland, Pattison, and White. Student Trustees Tory Dockree and Elizabeth Wong

Opposed (2) Trustee Deathe and Hicks

RESOLUTION #17-12: Trustee Hicks, seconded by Trustee Danko, moved: **That the remaining items of the Finance & Facilities Committee – January 18, 2017 report be approved including the 2016-17 School Consolidation Capital Projects for submission to the Ministry of Education (MOE).**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

8. Resolution Into Committee of the Whole (Private Session)

RESOLUTION #17-13: Trustee Johnstone, seconded by Trustee Beattie, moved: **That the Board move into Committee of the Whole (Private), this being done at 8:55 p.m.**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong voted in favour

The open session resumed at 9:38 p.m.

9. Committee of the Whole (private) January 23, 2017

RESOLUTION #17-14: Trustee Beattie, seconded by Trustee Deathe, moved: **That the report of the Committee of the Whole (private) – January 23, 2017 be approved including pursuing the severance of shared land between Hill Park Secondary School and Linden Park School (Finance & Facilities Committee Report - December 14, 2016).**

CARRIED UNANIMOUSLY

Student Trustees Dockree and Wong were not in the room

10. Oral Reports from Liaison Committees:

A. City/School Board Liaison Committee

Chair White had nothing to report at this time. A meeting will be scheduled for February 2017.

B. Hamilton-Wentworth Home & School Association

Trustee Pattison was not present to report.

C. HWDSB Foundation

Trustee Danko was not present to report.

D. Ontario Public School Boards' Association

The Public Education Symposium took place on January 19-21, 2017 and was well attended by both Trustees and the Student Trustees.

The meeting adjourned at 9:39 p.m.

Trustees: Jeff Beattie, Christine Bingham, Dawn Danko, Penny Deathe, Wes Hicks, Alex Johnstone, Ray Mulholland, Larry Pattison, Greg Van Geffen, Todd White. Student Trustee Tory Dockree.

Regrets were received from: Trustee Kathy Archer, Student Trustee Elizabeth Wong

1. Call to Order

Todd White, Chair of the Board, called the meeting to order at 6:03 p.m. A moment of silence was observed in support of our fellow Canadians involved in the tragedy that occurred in Quebec City over the weekend.

2. Profiling Excellence:

Superintendent Stephanian introduced the following staff, discussing briefly their achievements:

- Sarah Martin – Huntington Park – Grade 2/3 SAGE class - 1st place in the Explore Your World School Contest (Telling Tales 2016)
- Deandra Pierroz – Mount Hope School – Grade 3 class - 3rd place in the Explore Your World School Contest (Telling Tales 2016)
- Lisa Clarke – Franklin Road School - Bike to School Week Award for Hamilton Region for Franklin Road School
- Jeff Morgan – Glendale Secondary School – Board of Directors, Pickleball Association of Ontario
- Christine Rees – Literacy/French as a Second Language – President of 2016 National Conference for Association Canadienne des Professeurs d’Immersion

3. Approval of the Agenda

RESOLUTION #17-15: Trustee Pattison, seconded by Trustee Beattie, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustee Dockree voted in favour
Trustee Danko was out of the room

4. Declarations of Conflict of Interest

None.

Reports from Trustee Special Committees:

5. Policy Committee – January 11, 2017

Trustee Beattie thanked Trustee Danko for her leadership during the previous school year.

RESOLUTION #17-16: Trustee Beattie, seconded by Trustee Danko, moved: **That the report of the Policy Committee – January 11, 2017 be approved including the Integrated Accessibility Standards Policy, the Visual Identity Policy and the revoking of the Accessibility Standards for Customer Service.**

CARRIED UNANIMOUSLY

Student Trustee Dockree voted in favour

Reports from Legislated Committees

6. Parent Involvement Committee – January 10, 2017

RESOLUTION #17-17: Trustee Deathe, seconded by Trustee Johnstone, moved: **That the report of the Parent Involvement Committee – January 10, 2017 be received.**

CARRIED UNANIMOUSLY

Student Trustees Dockree voted in favour

7. Report from Standing Committee – January 23, 2017

RESOLUTION #17-18: Trustee Beattie, seconded by Trustee Johnstone, moved: **That the report of the Standing Committee – January 23, 2017 be approved, including the Draft 2017-2018 School Year Calendar for consultation.**

CARRIED UNANIMOUSLY

Student Trustee Dockree voted in favour

8. Oral Reports from Liaison Committees:

A. Student Trustees' Report

Student Trustee Dockree shared that a well-attended holiday party took place in December which included both the Elementary and Secondary Senate. At this meeting both senates discussed some of the challenges that occur within their schools and collaboratively developed solutions. The Student Trustees spoke to both senates recently about transportation concerns with both the City and school busses. This information will be shared with Trustees at a later date. At the upcoming Secondary Senate the Student Trustees will be discussing the Board's correspondence regarding the fees for OSAP and university applications. The Elementary Senate meeting will include a discussion of the extracurricular options available to students within their elementary schools and the possibility of creating student councils within their schools.

The Student Trustees recently attended the Public Education Symposium and gained a great deal of knowledge in the running of effective meetings including student senate.

B. Director's Report

On January 18, 2017 the Director and Executive Council held a system leaders meeting. A video was created which spoke to the five Strategic Directions Priorities and the importance of our

leaders carrying the story and implementing the five priorities. The Director shared the video with Trustees. <https://www.youtube.com/watch?v=DqxcigjQy5k>

C. Chair's Report

The Chair spoke of the clear, genuine communication and the amount of work that has been undertaken with our Pupil Accommodation Reviews (PAR). He shared that many Trustees have been involved in the process, attended meetings and shared the process with the communities so that there is a clear understanding of why we have PARs. He shared that it is through the work of the Board and Staff that we have made great gains and revitalized communities. He also thanked Trustees who recently attended the OPSBA conference and for sharing some very interesting ideas.

The meeting adjourned at 6:52 p.m.

DRAFT

COMMITTEE REPORT

Presented to: Board

Date of Meeting: February 13, 2017

From: Governance Committee

Date of Meeting: January 31, 2017

The committee held a meeting from 5:33 p.m. to 7:00 p.m. on January 31, 2017 at 20 Education Court, Hamilton, ON, in Meeting Room 340D, with Trustee Todd White presiding.

Members present were: Trustees Jeff Beattie, Penny Deathe, Alex Johnstone and Todd White (electronically for a portion of the meeting). Regrets were received from Trustee Van Geffen.

MONITORING ITEMS:

A. Report template for Transportation Consortium annual report.

The Governance Committee received a revised template for the Transportation Consortium annual report. The draft template is in a chart format which will show the previous three year’s data in an organized way making it easier to understand. The Director indicated that he will inquire with Hamilton-Wentworth Student Transportation System (HWSTS) if there is a way of tracking incoming calls to show any prevalent themes during start-up and throughout the school year. The Governance Committee also asked that the transportation report include a section on the goals for the upcoming year that HWSTS is working towards – the Director and Chair will make this inquiry at their next HWSTS Governance meeting and will update committee members at a future Governance meeting.

Respectfully submitted,
Todd White, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: February 13, 2017

From: Policy Committee

Date of Meeting: February 01, 2017

The committee held a meeting from 2:11 p.m. to 5:02 p.m. on **February 01, 2017** at 20 Education Court, Hamilton, ON, in Meeting Room 340D.

Members present were: Trustees Dawn Danko, Jeff Beattie and Todd White. Regrets were received from Trustee Greg Van Geffen

ACTION ITEMS:**A. Employee Expense**

The Committee considered the Employee Expense Policy. This policy is up for its scheduled review. The formatting has been updated which includes the addition of "Assessment" within the Progress Indicators section of the policy. Minor changes were suggested by the Committee.

On motion of Trustee Danko, the Policy Committee **RECOMMENDS** that the **Employee Expense Policy** be **approved**.

CARRIED UNANIMOUSLY

B. Use of Board Facilities Policy

The Committee considered the Use of Board Facilities Policy. This policy went out for consultation; however, no changes were made to the policy based on the consultation. Staff identified two areas that required further explanation within the procedures which include:

- Process for School Councils to use facilities
- Organized activities requiring a permit for use of outdoor facilities at schools (soccer fields, basketball nets, etc.)

The Policy Committee requested further changes.

On motion of Trustee White, the Policy Committee **RECOMMENDS** that the **Use of Board Facilities Policy** be **approved**.

CARRIED UNANIMOUSLY

MONITORING ITEMS:**C. Trustee Expense Policy**

The Committee considered the Trustee Expense Policy. This policy is up for its scheduled review. The intent of the policy remains the same however, the Committee has recommended some changes and staff will bring the Trustee Expense policy back next month for further review.

CONSENT ITEMS:**D. Student Achievement Pillar Procedures**

The Committee received changes to procedures associated with the corresponding policies within the Student Achievement Pillar Policy.

DISCUSSION ITEMS:**E. Realignment of Pillar Policies**

Due to time constraints this item has been moved to the March/April policy meeting.

Respectfully submitted,
Jeff Beattie, Chair of the Committee



Employee Expense

Date Approved:**Projected Review Date:**

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in reimbursing personnel for reasonable expenses incurred while on Board business.

GUIDING PRINCIPLES:

The Board is committed to:

- ensuring sound business practices are employed;
- accountability for the use of public funds is maintained;
- the Board's reputation and integrity as a public employer is protected;
- are compliant with Ministry of Education School Board Expenditure Guidelines (2006: B15) and the Broader Public Sector Expenses Directive (2011); and
- ensuring expenses are associated with employee's duties, support the program objectives of the organization, and maximize the benefits to the Board.

The overriding principle is that personnel shall be reimbursed for reasonable expenses incurred on authorized Board business in accordance with this policy.

INTENDED OUTCOMES:

- Staff who incur expenses while performing their duties on behalf of the Board are reimbursed in a fair, consistent and transparent manner.
- Board or School Generated Funds are used to obtain maximum value for each dollar spent consistent with the educational goals of the Board and fair business principles.
- That all expenses paid by cheque or petty cash funds are consistent with the educational goals of the Board and fair business principles.
- Ensure compliance with Ministry of Education School Board Expenditure Guidelines (2006: B15).
- Ensure compliance with the Broader Public Sector Expenses Directive.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY

Broader Public Sector Expenses: Sets out the requirement for the designated Broader Public Sector organizations to establish expense rules where expenses are reimbursed from public funds.

Employee: All individuals who agree to work on a full-time or part-time basis for HWDSB for a specified or indeterminate period of time. Salary or wages are paid to this individual and from this payment, deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

Ministry of Education School Board Expenditure Guidelines: The purpose of the guidelines is to define a province-wide standard intended for both trustees and school board staff that addresses the following areas of school board expenditure:

- use of corporate credit cards
- travel, meals and hospitality,
- advertising
- advocacy

School Council Expenditures: School councils are established under the authority of the *Education Act*. Section 22 of Ontario Regulation 612/00 provides for school councils to engage in fundraising activities. All expenditures must be conducted in accordance with Board policies, Ministry guidelines and municipal regulations. School Council activities must also align with the Annual School Fundraising Plan, prepared by the Principal. Section 24 requires that the school council prepare and submit to the board an annual report on its activities, including fundraising activities.

School Generated Funds: Funds that are raised and collected in the school or broader community in the name of the school, by school councils or other school or parent administered groups (with the exception of funds raised by the Ontario Home and School Associations).

School generated funds are administered by the school principal and are raised or collected from sources other than HWDSB's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions, and donations for initiatives such as a school nutrition program.

School generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

ACTION REQUIRED:

Appropriate Approvals

Reimbursement of expenses to an employee requires, among other conditions, the expense to have the proper approval.

For payments made from School Generated Funds, the procedures outlined in the Procedures for School Generated Funds must be followed.

For School Council Expenditures, the Chair or Treasurer of the School Council must approve the expense as well as the Principal.

Role of the Approver

The role of the approver is to provide approval and be accountable only for expenses that:

- meet all Board policies and procedures;

- are incurred on behalf of Board business;
- are properly supported by appropriate documentation, including original, itemized receipts;
- can be paid within existing available budgets.

In addition, employees cannot approve their own expenses, even if they are the one responsible for their budget.

Prior Approval

Approval must be obtained from the employee's supervisor or principal, prior to incurring costs (including mileage and travel costs) which require reimbursement back to the employee.

For out-of-province travel, written approval must be obtained from the Director or designate prior to arrangements being made for the travel. Included in this approval must be an estimated total cost of the travel, along with outlining the reason for the travel and its anticipated benefits.

Conference or Professional Development Activity

Conferences, conventions, seminars, workshops or other professional development activity occurring over the course of more than one day, are subject to prior approval by the employee's Supervisory or Executive Officer, and budget availability.

Conferences, conventions, seminars, workshops or other professional development activity occurring over the course of one day or less, are subject to prior approval by the employee's Principal or Manager and budget availability.

All costs associated with a conference, etc. or professional development activity are to be charged against the appropriate staff development budget: registration, replacement coverage, meals, accommodation, travel and other.

Employees are encouraged to travel by the most economical mode whenever feasible. For distances in excess of a radius of 150 km, the Board will reimburse the lesser of the cost for a private automobile or the economy rate for air, train or bus fare.

Transfer fees to and from transportation terminals at points of departure and arrival by the most economically feasible method, including parking, are eligible costs.

Shared transportation is encouraged when appropriate.

Registration Fees

Advance discounts should be realized on registration fees where possible.

Accommodation

Where overnight accommodation is required, reimbursement will be made for the employee's accommodation in a standard room, reasonable parking and telephone costs will be recognized for reimbursement. Reimbursements will not be made for personal or recreational items (e.g., rented movies, mini-bar).

Travel Outside of the Province

For authorized travel outside of the Province, the procedures noted in this policy are to be followed. However, it is recognized that the costs of meals and hospitality outside of the Province may differ from those in the Province. The employee is to ensure the costs incurred for meals and hospitality are reasonable and appropriate. Itemized, detailed receipts are required. Alcoholic purchases will not be reimbursed.

Mileage

Travel distance by private automobile shall be measured between the employee's regular place of employment and the location to which the employee travelled. If the employee travels to various locations during the day, travel shall be calculated from the last location to the next location.

Travel costs by private automobiles will be reimbursed for kilometres travelled based on the Canada Revenue Agency non-taxable mileage rate. Mileage rates will be reviewed annually in September and will be updated in the Employee Expense Policy Procedure as well as displayed on the Business Services' web-portal.

Shared transportation is encouraged when appropriate.

Reimbursement for travel is not eligible for attendance at the following Board organized activities:

- School sponsored activities: field trips, athletic events, etc.;
- School department head meetings;
- Professional development activities on teacher P.D. days as identified in the school year calendar;
- Participation in School and Department meetings and activities;
- Unauthorized travel;
- Travel between home and regular place of employment.

Reimbursement will not be provided (nor will payment be made) for traffic or parking violations.

It is expected that authorized travel and mileage claims are submitted to Accounting on a monthly basis, and must be submitted to Accounting within 90 days of their occurrence. Claims for travel and mileage older than 90 days will not be paid unless there is a written explanation for the delay which has been approved by the supervisor. (see Year-End Exception in section 4.15 Claim Procedures).

Meals

The reimbursement rate for meals will be reviewed annually in September and will be updated in the Employee Expense Policy Procedure as well as displayed on the Business Services' web-portal. The posted rates include taxes and gratuities and are in Canadian dollars.

Meal rates are not to be combined; the sole exception is for lunch and dinner meals on the same day. If both lunch and dinner meals are claimed on the same day, the employee is allowed to add the two rates together to cover the two meals.

Where a meal is included as part of a professional event (e.g., conference, workshop, etc.), the meal entitlement will not apply. Exceptions, such as for a dietary restriction, may be reviewed with the approver.

The original, detailed receipt(s) must accompany the reimbursement request, along with the completion of the hospitality section of the Board's Expense Form.

Alcohol cannot be claimed and will not be reimbursed.

It is expected that authorized claims for meals are submitted to Accounting on a monthly basis, and must be submitted to Accounting within 90 days of their occurrence. Claims for expenses older than 90 days will not be paid unless there is a written explanation for the delay which has been approved by the supervisor. (See Year-End Exception in section 4.15 Claim Procedures).

Alcohol

Reimbursement for purchases of alcohol is not allowed. This includes:

- Alcohol consumed at a meal, event, conference, etc.
- Bottles of wine or other spirits, given as a gift or honorarium
- LCBO, Beer Store, wine store etc. gift certificates or gift cards, given as a gift or honorarium

In addition, the purchase of these items on Board purchasing cards or Board credit cards is not permitted.

Hospitality

Hospitality is the provision of food, beverages, accommodation, transportation, token gifts of appreciation or other amenities at Board expense to persons outside of the Board.

- Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business or is considered desirable as a matter of courtesy. The guidelines for meals and gifts listed herein are to be followed.
- An employee of the Board may only accept infrequent and reasonable hospitality and may only accept infrequent and reasonable business gifts with a value of \$30 or less, (excluding taxes and local delivery costs). The frequency and nature of gifts or hospitality shall not be allowed to be such that the recipient might be, or might be deemed by others, to have been influenced in making a business decision as a consequence of accepting such gift or hospitality.

Gifts of Appreciation

Token gifts of appreciation, valued at up to \$30 (excluding taxes and local delivery charges) may be extended to non-Board staff in exchange for pro bono services, including those provided at professional development events and must be approved by the employee's supervisor. Gift valued above \$30 must be justified and approved by the Superintendent of Business or designate; at the school level, by the Principal.

- "Gifts" include flowers, cards, gift certificates, gift cards, etc. but may not include cash or cheques.
- Alcohol may not be given as a gift (i.e. bottles of wine or other spirits, gift certificates for the LCBO, Beer Store or wine stores, etc.).

For gift certificates and gift cards, refer to the Board's procedures on Gift Cards and Gift Certificates.

External Consultants and Contractors

Contracts for external consultants or contractors hired by the Board must provide direction on claiming for reimbursement of expenditures incurred. Under no circumstances can hospitality, food or incidental expenses be considered allowable expenses.

Unallowable Expenditures for Board, School Generated and School Council Funds

The Board will not reimburse staff for the following expenditures:

- Personal expenses
- Alcoholic purchases including:
 - alcohol consumed at a meal, event, conference, etc.;
 - bottles of wine or other spirits as a gift/honorarium;
 - LCBO, Beer Store, wine store, etc. gift certificates as a gift/honorarium.
- Goods and services purchased from Board employees;
- Charges for use of, or memberships in, recreational/fitness facilities;
- Season tickets to cultural or sporting events
- In-room movie rentals and mini-bar charges;
- Charges incurred by spouse or other family members;
- Parking or traffic violations;
- Automobile expenses, since these are reimbursed on a per kilometre basis;
- Expenses for hospitality, unless specifically allowed by this Policy;
- Supporting a fundraiser or event for a specific political party;
- Purchase of travel gift certificates;
- Lavish gifts (i.e. expenditures over \$30).

Board Funds cannot be used to fund:

- Gifts (including cards and/or flowers) for secretary's day, boss' day, etc.;
- Gifts (including cards and/or flowers), for staff members or their immediate families due to births, adoption, illness, retirements, marriage, birthdays, or other life events. These are considered personal and are not reimbursable. A staff fund or collection from personal funds should pay for these types of expenditures. The exception is the death of a staff member or a member of their immediate family; the gift of condolence cannot exceed \$75, including taxes, delivery charges, etc. (for gift certificates and gift cards, refer to the Board's procedures on Gift Certificates and Gift Cards.);
- Cultural events such as holiday lunches or parties; retirement parties; year-end celebrations; school start up celebrations or other festive occasions (the exception is if specific funds have been provided through the Board's Budget for events such as school openings, anniversary celebrations, or other events);
- Gifts to staff (including cards and/or flowers) for birthday, holiday or other cultural events

Cash Advances for Expenses

Cash advances are not permitted. In unusual circumstances, the approval of the Superintendent of Business or designate is required for cash advances for the payment of what would be authorized expenditures incurred while on Board business. At the school level, the approval of the Principal is required prior to issuing school generated funds for cash advances for the payment of authorized expenditures. For School Council funds, the authorization of the Chair or Treasurer of the School Council is also required.

Credit Card or Reward Card Advantages

The use of a personal credit card or reward card is prohibited in cases where it is for more than normal business or conveys undue benefit to the employee.

Claim Procedures

Claims for expense reimbursement, including supporting documentation, are to be submitted for approval to the employee's supervisor, using the Board's Expense Claim Form. This form must be signed by the employee and supervisor before submission to Accounting for payment.

Along with the required original, detailed receipt (a debit/credit card receipt is not acceptable as it does not give sufficient detail to authorize the payment nor meet audit requirements), supporting documentation is also required as follows:

- For meeting or hospitality expenses that include meals, the names of the individuals and the business purpose for the expense
- For P.D. events run by the Board, the number of individuals attending the event and the name and date of the event
- For P.D. events not run by the Board, if there is more than one meal on the receipt, the names of the individuals and the business purpose for the additional expense
- For hospitality or gifts, include the event, and reason for the hospitality or gift
- Other documentation may be requested

It is expected that authorized expense claims are submitted to Accounting on a monthly basis, and must be submitted to Accounting within 90 days of their occurrence. Claims for expenses older than 90 days will not be paid unless there is a written explanation for the delay which has been approved by the supervisor. (see Year-End exception below).

Claims covering more than one month can be submitted however may not be paid in a timely manner.

Year-End Exception

Expense claims (including mileage) must be received by Accounting by the cut-off date indicated in the Year-End Procedures Memo. If the claim is received after that date, the claim may not be processed for that budget year and may be charged to the next budget year. In addition, the claim may not be paid in a timely manner and may be paid after completion of the year-end audit.

Exceptional Circumstances

It is noted that there may be exceptional circumstances that fall outside of this policy. For those exceptions to the policy, written authorization by the Chair, Director of Education, or Superintendent of Business is required.

PROGRESS INDICATORS:

Intended Outcomes	Assessment
Staff who incur expenses while performing their duties on behalf of the Board are reimbursed in a fair, consistent and transparent manner.	Reimbursements are made in a fair, consistent and transparent manner.
Board or School Generated Funds are used to obtain maximum value for each dollar spent consistent with the educational goals of the Board and fair business principles.	An annual external audit is conducted to ensure maximum value is obtained and the spending of funds are consistent with the goals of the Board and fair business principles through this and the Procurement Policy.
That all expenses paid by cheque or petty cash funds are consistent with the educational goals of the Board and fair business principles.	An annual external audit is conducted to ensure reimbursed expenses are properly supported and meet the educational goals of the Board and fair business principles.
Ensure compliance with Ministry of Education School Board Expenditure Guidelines (2006: B15).	This policy be assessed against the Ministry Expenditure Guidelines.
Ensure compliance with the Broader Public Sector Expenses Directive.	This policy will be assessed against the Broader Public Sector Expenses Directive.

REFERENCES:**Government Documents**

Ministry of Education Expenditure Guidelines

Broader Public Sector Expenses Directive (2011)

Travel, Meal and Hospitality Expenses Directive, Province of Ontario

HWDSB Policies

Finance and Administration Pillar

Trustee Expense

Procurement



Use of Board Facilities

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to fostering co-operative and collaborative relationships with the broader community, through the use of applicable Ministry of Education funds and at a minimum, no additional cost to HWDSB, to maximize the use of Board facilities.

GUIDING PRINCIPLES:

- Promote equity of opportunity and access to board facilities, including schools, for students and the school community.
- Strengthen relationships between HWDSB, community partners and the broader community.
- Ensure that subsidies align with Ministry of Education funding.
- Strive to offset and/or reduce operating costs where possible, through the pursuit of new or existing initiatives.
- When, and if possible, generate revenue.

INTENDED OUTCOMES:

- Maximize the use of HWDSB facilities, at no additional cost to the Board beyond applicable Ministry funds, while creating and sustaining a continued relationship with the broader community.
- Ensure that Ministry funding for *Community Use of Schools and Priority Schools Initiative* is fully utilized.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

No Additional Cost: Refers to the fact that any costs above and beyond the regular cost recovery amounts, minus applicable Ministry funds, will also be applied to the users. This includes, but is not limited to, staffing, maintenance and operational costs.

Priority Schools Initiative: Funding provided by the Ministry of Education to make space available in selected schools in high-needs communities. The funding is intended for non-profit groups to run programming outside of the school day. The only cost incurred by the non-profit group is HWDSB's permit fee application.

ACTION REQUIRED:

Ensure that a set of procedures are developed and maintained for the following specific areas:

- Facility Partnerships and Community Planning, which consists of:
 - Facility Partnerships (Appendix A)
 - Childcare Licence Agreements (Appendix B)
- Community Use of Board Facilities, which consists of:
 - Childcare Licence Agreements (Appendix C)
 - Community Use of Board Facilities (Appendix D)
 - Municipal Reciprocal Agreement (Appendix E)
 - Formal Partnerships (Appendix F)
 - HWDSB's Use of Schools (Appendix G)

Community Use of Board Facilities requires a rental fee. Rental rates are set annually by the Board of Trustees through the Finance and Facilities Committee. The current rates can be viewed at www.hwdsb.on.ca/rentals.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Maximize the use of HWDSB facilities, at no additional cost to the Board, while creating and sustaining a continued relationship with the broader community.	Bi-annual survey of the broader community and community partners to assess the level of satisfaction with availability, cost and general feedback. Evaluated through an audit of the number of hours used within available facilities.
Ensure that Ministry funding for <i>Community Use of Schools and Priority Schools Initiative</i> is fully utilized.	Evaluated through the board's annual budget process.

REFERENCES:**Government Documents**

Ministry of Education Memorandum 2006: B13 – Community Use of Schools Program
 Ministry of Education Community Planning and Partnership Guidelines
 Ministry of Education Pupil Accommodation Review Guidelines

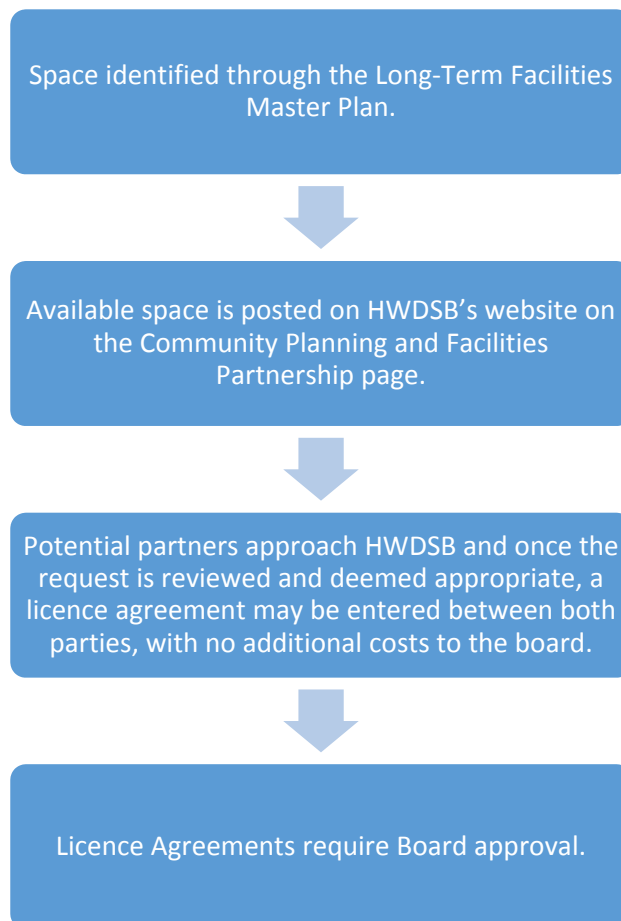
HWDSB Policies

Engagement Pillar
 Community Engagement
 Pupil Accommodation Review
 Property Disposition

Facility Partnerships (Licence Agreements)

Facility Partnerships and Community Planning

- A Ministry initiative to encourage shared facilities, at no additional cost to the Board, with community partners using strict guidelines.



Childcare Licence Agreements (Birth to Kindergarten)

Facility Partnerships and Community Planning

- Identification of potential vacant space, or new builds, for purpose built childcare space.
- Potential to acquire Ministry Capital Grants to construct purpose built childcare space.

The City of Hamilton Consolidated Municipal Service Manager, along with HWDSB, identifies potential opportunities for childcare spaces based on community needs.



HWDSB applies to Ministry of Education for Capital Grants to construct licensed childcare spaces.



HWDSB enters into agreement, at no additional cost to the Board, with licensed childcare operator for the space.

Childcare Licence Agreements (Before and After School Care)

Community Use of Board Facilities (Licence Agreement & Rental Fee applies)

- A requirement of the Ministry of Education to provide before and after school care in all elementary school that offer Kindergarten (where demand exists).

Survey school community to determine if there is enough interest to provide before and after school care.



If interest exists, HWDSB enters into a licence agreement with the childcare operator to offer the program, in community use spaces of the school.

Community Use of Schools

Community Use of Board Facilities (Rental Fee applies)

- HWDSB facilities, specifically, classrooms, gyms and other spaces rented throughout the school year (Sept. – June), when they are not being used for school activities.
- Permits are approved depending on the availability of space and resources.
- Fees are charged according to an established fee schedule.

Community groups apply through an online application on HWDSB's website.



Community Use of School staff determines if the space is available and if the use is appropriate.



Permit is provided upon receipt of funds, based on the *rental rates*.

Municipal Reciprocal Agreement

Community Use of Board Facilities (Rental Fee applies)

- A long-standing agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.

Certain facilities are permitted out to the City of Hamilton.



City of Hamilton uses space to provide programming to the community.



HWDSB athletics and schools are permitted access to City of Hamilton arenas and pools in return for space in HWDSB schools.

Formal Partnerships

Community Use of Board Facilities (Rental Fee applies)

- Use of an HWDSB facility by a community agency in exchange for services to HWDSB students.

Agency approaches HWDSB through community engagement for use of facility (indoor/outdoor).



Community Use of School staff reviews the space and community engagement develops a partnership agreement, which requires Executive Council approval.

HWDSB's Use of Schools

Community Use of Board Facilities

(Rental Fee may apply)

- Ideally, schools plan and request their permits in the spring during their planning process for the following year.
- Schools incur Caretaking overtime fees if the event is being held on the weekend, outside of normal Caretaking hours of operation.
- School Generated Funds can not be used to pay for Caretaking overtime fees.

School / School Council / Home & School Association request space for a Principal supported use/event, during evening and weekend hours.



School enters permit.



Community Use of School staff review the permit and

- Add Caretaking overtime fees if event is on the weekend.
- Cancel outside organization Community Use of School permit if necessary.

COMMITTEE REPORT

Presented to: Board

Date of Meeting: February 13, 2017

From: Special Finance and Facilities Committee

Date of Meeting: February 1, 2017

The committee held a meeting from 5:03 p.m. to 5:37 p.m. on February 1, 2017 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Wes Hicks presiding.

Members present were: Trustees Jeff Beattie, Christine Bingham, Dawn Danko, Wes Hicks (Chair) and Greg Van Geffen. Trustees Todd White participated electronically.

ACTION ITEMS:

A. Hill Park Renovations

In response to a motion made at the January 23, 2017 Board meeting, staff brought back a report with a reduced budget and scope of work. Committee members requested that additional information be brought back to a future meeting regarding funding sources and that regular updates on the progress and costs be provided.

On the motion of Jeff Beattie the Finance and Facilities Committee **RECOMMENDS: That Board staff be directed to relocate all or portions of Community and Continuing Education programs, Alternative Education programs and the Archives to Hill Park with a reduced scope and budget to a maximum of \$5.2 million.**

CARRIED UNANIMOUSLY

Respectfully submitted,
Wes Hicks, Chair of the Committee

Committee Report

Presented to: Board

Meeting date: February 13, 2017

From: French as a Second Language
Community Advisory Committee

Meeting date: January 25, 2017

The committee held a meeting on Wednesday, December 25, 2017 at the Education Centre, 20 Education Court, Hamilton, Ontario L9A 0B9 from 7:00 to 9:05 p.m.

Members present were: Heather Hillen, Lisa Urban, Candace Burgess, Michael Cain, Jordan Egan, Denise Massie, Melanie Roberts, Joanne Thompson, Trustee Dawn Danko

Regrets received from: Elzbieta Grodek, Catherine Roberts, Trustee Todd White.

INFORMATION:

- A. Welcome: The committee welcomed a new student representative to the committee: Jordan Egan from Westdale Secondary School. The committee also welcomed Trustee Dawn Danko as a new trustee liaison.
- B. Communication: Staff provided updates about changes to the former French Immersion Directive as a result of the Governance Statements for Community Advisory Committees. The committee provided advice and input to Corporate Communications staff about fall membership recruitment information.
- C. Pupil Accommodation Reviews: Staff provided information about the ongoing accommodation reviews in Ancaster and West Hamilton City, the PAR process and their potential impact on French Immersion program locations. The committee is interested in providing input and feedback to the Board of Trustees through written communication or a public delegation at the appropriate time.
- D. Secondary Program Strategy: Staff provided Sherwood Secondary School enrollment projections to the committee. A member stated that parents in Ancaster have expressed dissatisfaction about the distance to the Sherwood High School FI program. Staff shared the need to have a robust enrollment in this program before a third site would be considered. Transportation Policy guidelines related to French Immersion were also reviewed.
- E. Reports: The following reports were provided as updates to FASL:
 - FSL Program Update
 - Trustee Update
 - Parent Involvement Committee Update
 - Rural Schools Advisory Committee Update
 - Community Announcements (Canadian Parents for French Hamilton-Wentworth)

Respectfully submitted,
Heather Hillen and Lisa Urban , Co-Chairs of the Committee