

HWDSB

Policy Committee

Wednesday February 1, 2017

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: 2:00 pm

1. Call to Order
2. Approval of the Agenda

FINANCE & ADMINISTRATION:

3. Employee Expense
4. Trustee Expense

ENGAGEMENT:

5. Use of Board Facilities – for approval, post-consultation

Consent Items:

6. Student Achievement Pillar – including executive summary of any changes made to procedures

Information:

7. Realignment of Pillar Policies - discussion
8. Next Policy Meeting:
 - a. EDC: Alternative Accommodation for School Facilities
 - b. EDC: School Sites and Operating Budget

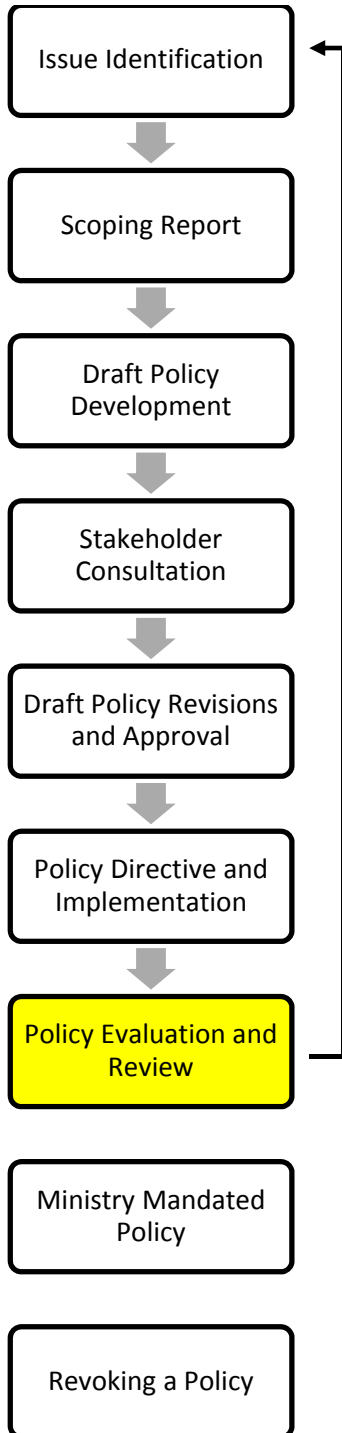
9. Adjournment

POLICY COMMITTEE

Title: Employee Expense

Pillar Policy: Finance and Administration

Last Reviewed: 2013



Recommended Action:

That the Employee Expense policy be recommended for approval.

Background:

This policy is up for its scheduled review.

The policy remains the same, however the formatting has been updated and this includes the addition of 'Assessments' within the Progress Indicators section of the policy.



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, School Generated or School Council 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.

RESPONSIBILITY:

Director of Education
Members of Executive Council

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 Funds, the President 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 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 President 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.	Policy guidelines ensure reimbursements are made in a fair, consistent and transparent manner.
Board, School Generated or School Council Funds are used to obtain maximum value for each dollar spent consistent with the educational goals of the Board and fair business principles.	Policy works in conjunction with Procurement Policy to ensure maximum value is obtained and the spending of funds are consistent with the 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.	Reimbursed expenses must be properly supported and meet the educational goals of the Board and fair business principles.

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

Trustee Expense

POLICY COMMITTEE

Title: Trustee Expense

Pillar Policy: Finance and Administration

Last Reviewed: 2014



Recommended Action:

That the Trustee Expense policy be recommended for approval.

Background:

This policy is up for its scheduled review.

The intent of the policy remains intact.



Trustee Expense

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) will reimburse trustees and student trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member.

GUIDING PRINCIPLES:

HWDSB believes in being:

- Accountable for public funds to reimburse Trustee expenses.
- Transparent to all stakeholders by posting Trustee expenses every three months on the website.
- Responsible with taxpayer dollars.
- Fair by reimbursing Trustees for legitimate and authorized expenses incurred during the course of the business of the Board.

INTENDED OUTCOMES:

- 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:

Hospitality. This refers to the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds.

ACTION REQUIRED:

Trustees will be provided with the following equipment for use throughout their term of office:

- Home based computer and printer

- Standard cellular phone or wireless communication device
- High-speed internet service
- Office software

All equipment will be provided in accordance with current Board standards and is to be returned to the Board at the end of the Trustee's term of office, or can be purchased by the exiting Trustee at the fair market value of the equipment at that time.

Trustees are eligible for reimbursement of the following costs on an on-going basis:

- Monthly costs associated with one standard cellular phone or wireless communication device
- Board business long distance telephone costs
- Basic office supplies
- Internet access
- Hospitality

The Procedure for this policy further outlines:

- **Approvals** – Process for approving Trustee expenses.
- **Reporting of Trustee Expenses** – How expenses will be reported to the public.
- **Professional Development** – Reimbursement of Trustees for attending any conventions, conferences, workshops, seminars, etc...
- **Travel** – To and from meetings of the Board, carrying out the responsibilities of a Trustee, or travel outside the Province.
- **Meals** – reimbursement of Trustees for meals, with the original detailed receipt provided.
- **Accommodation** – When overnight accommodation is required.
- **Hospitality** – food, beverages, accommodation, transportation, token gifts of appreciation or other amenities at Board expense.
- **Discretionary Expenses** – expensed incurred while directly connected with carrying out the responsibilities of a Trustee.
- **Unallowable Expenditures** – items that Trustees will not be reimbursed for.
- **Expense Claims** – process for how Trustees may claim expenses for reimbursement.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with Ministry of Education School Board Expenditure Guidelines (2006:B15)	Assess against the Ministry Expenditure Guidelines
Ensure compliance with the Broader Public Sector Expenses Directive	Assess against the Broader Public Sector Expenses Directive

REFERENCES:

Government Documents

Ministry of Education Expenditure Guidelines
Broader Public Sector Expenses Directive

HWDSB Policies

Finance and Administration Pillar
Employee Expense
Procurement

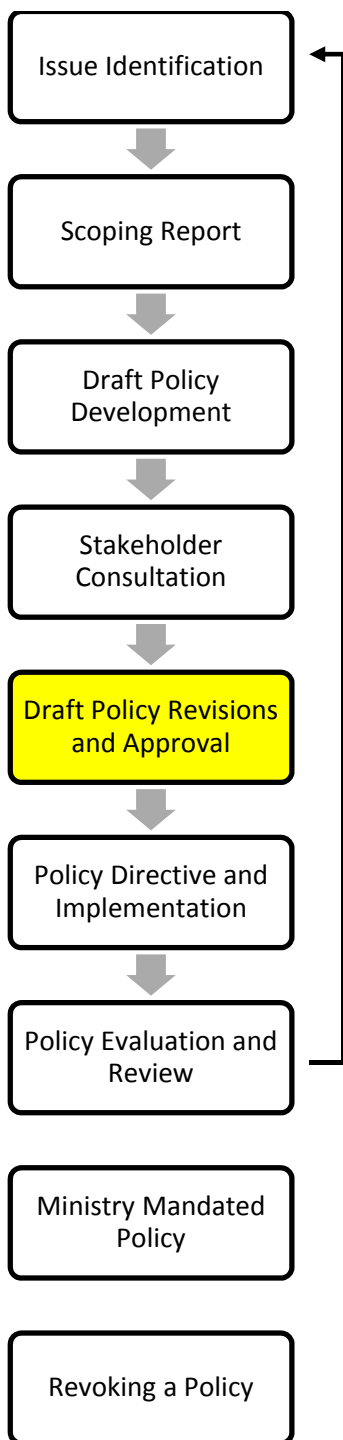
POLICY COMMITTEE

Title: Use of Board Facilities

Pillar Policy: Engagement

Last Reviewed: Facilities Partnership – 2012; Community Use of Board Facilities – 2000

Scheduled Review: Facilities Partnership - 2016; Community Use of Board Facilities - 2003



Recommended Action:

That the Use of Board Facilities Policy be recommended for approval.

Background:

This policy combines both the Community Planning and Facility Partnerships Guidelines (2015) and the Community Use of Schools Memorandum (2006) introduced by the Ministry of Education.

Combining these two policies was discussed and confirmed at the December 2015 committee meeting.

A draft scoping report was presented to the committee in January 2016. Trustees asked staff to bring back more information.

The revised scoping report was brought back to the February 2016 committee meeting and was subsequently approved.

Trustees reviewed the draft policy at the May, June and November policy meetings where changes were discussed and made. The draft policy was approved for consultation in November.

Before Trustees today is the draft policy post-consultation.

No changes were made to the policy based on the consultation, however, staff have identified two areas that need further explanation within the procedures. These 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.)



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.
- 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:

Childcare Licence Agreements: Purpose built space, licenced for the provision of childcare services from birth to Junior Kindergarten (Appendix B).

Childcare Licence Agreements - Before and After School Care: Requirement of the Ministry of Education to provide before and after school care in all elementary schools that offer Kindergarten, where the demand exists (Appendix C).

Community Use of Board Facilities: Making board facility (including schools) space available for rent by community groups, outside of regular school hours (Appendix D).

Facility Partnerships: A Ministry of Education initiative to encourage shared facilities, at no additional cost to the Board, with community partners using strict Ministry guidelines. Requires Board of Trustee approval (Appendix A).

Formal Partnerships: Mutually beneficial and supportive arrangements signed between the Board, business and community agencies for use of space after the instructional day in exchange for services to HWDSB students (Appendix F).

HWDSB's Use of Schools: Events being held by the school, at its location, during the evening or on weekends (Appendix G)

Municipal Reciprocal Agreement: A formal 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 (Appendix E).

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, for non-profit groups to run programming outside of the school day, at no cost to participants.

ACTION REQUIRED:

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

- Facility Partnerships and Community Planning
- Community Use of Board Facilities

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

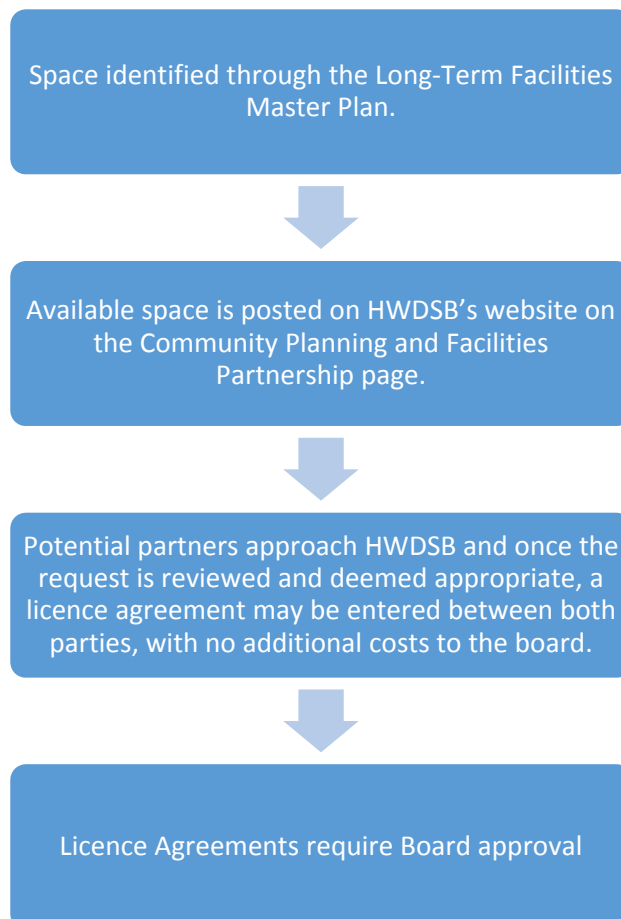
Pupil Accommodation Review

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)

- 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 child care 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 the use is appropriate.

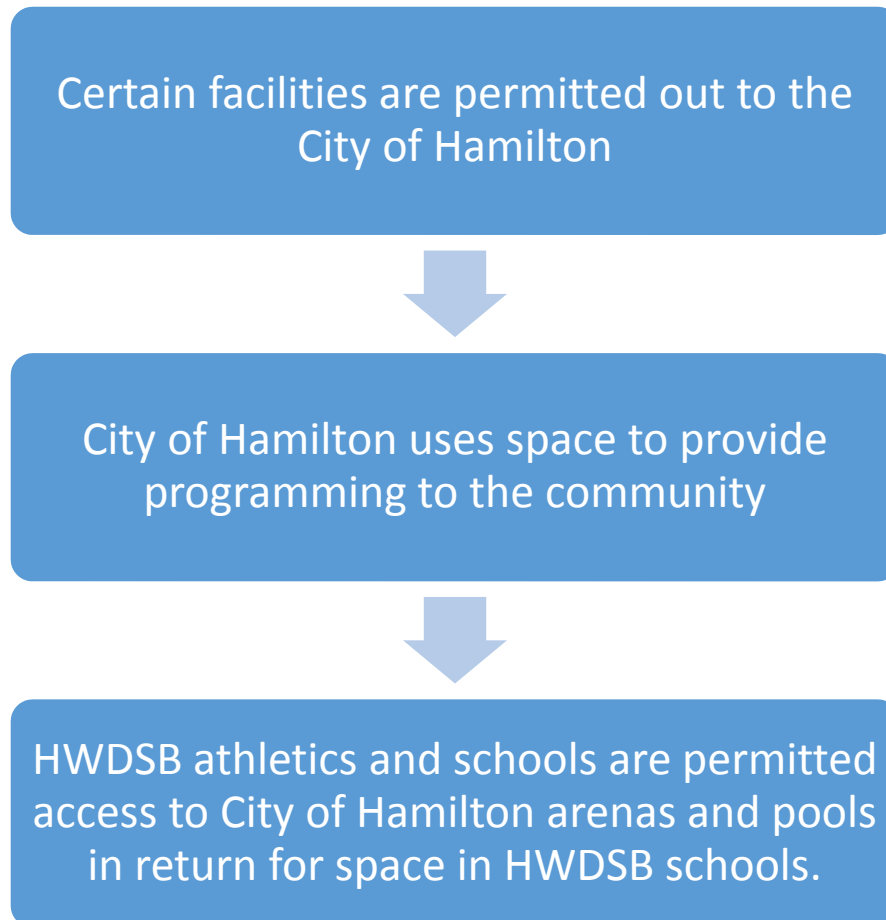


Permit is provided upon receipt of funds, based on the *rental rates*.

Municipal Reciprocal Agreement

Community Use of Board Facilities (Rental Fee applies)

- 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.



Formal Partnerships

Community Use of Board Facilities (Rental Fee applies)

- Use of 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 / 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

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

Purpose of Consultation

The Board of Trustees have recommended a Draft Use of Board Facilities Policy. This Policy shows Hamilton-Wentworth District School Board's (HWDSB) dedication to developing supportive relationships with the broader community, through related Ministry of Education funds and at no extra cost to HWDSB, to make the best use of Board facilities. HWDSB asked members of the public to comment on the recommendations through the completion of an online survey, and/or by mailing or emailing written correspondence to HWDSB.

Public consultation is an important piece of HWDSB's commitment to accountability. The Board of Trustees relies on the feedback given to them by parents/guardians/caregivers, staff, students and the broader community so they can make well-informed decisions that result in positive outcomes for students.

Respondent Characteristics

The online survey ran from November 21st to December 20th, 2016 and garnered a total of **72** responses. The majority of responses were received through the online survey, with three responses received through mail/email.

The majority of the responses came from parents/guardians/caregivers (N=36, 52%) and community groups/members (N=32, 46%), while 1% (N=1) of the responses were received from HWDSB staff members. 49% (N=35) of respondents indicated having children attending an HWDSB school, while 1% of respondents (N=1) indicated not having children who attend an HWDSB school. Of those who responded "yes" to having children in an HWDSB school and indicated how many children they have (N=35), the majority indicated having 1 (N=18, 51%) or 2 (N=14, 40%) children, while 9% (N=3) indicated having 3 children enrolled in an HWDSB school.

Limitations of the Consultation

Several limitations of the consultation are noteworthy. First, a small number of the HWDSB community responded to the survey. Therefore, it is unclear whether the responses summarized accurately reflect all of the opinions of the HWDSB and Hamilton community. Second, the total number of responses should not be equated with total number of unique respondents as it is possible that the same person may have submitted the survey multiple times. It is therefore recommended that the results summarized herein are interpreted within the bounds of these limitations.

Summary of Findings

HWDSB community members were invited to provide feedback on the following areas: (1) provide comments/concerns regarding all sections of the policy, (2) comment on any strengths of the policy, (3) comment on how the policy could be improved, and (4) provide additional comments pertaining to the policy. Following is a summary of the feedback received across the four areas.

RESPONDENTS WERE ASKED TO COMMENT ON THE VARIOUS SECTIONS OF THE POLICY

- Across the various sections of the policy, **55% to 78%** of responses indicated that the policy can be **approved as written**.

RESPONDENTS INDICATED THE FOLLOWING STRENGTHS WITH REGARD TO THE POLICY

- The document identifies/clarifies processes (33%)
- The policy is well written, clear and easy to follow (35%)
- The document identifies important priorities (41%)

ACROSS THE VARIOUS SECTIONS OF THE POLICY, THE FOLLOWING AREAS OF IMPROVEMENT WERE SPECIFIED

POLICY SECTION: PURPOSE

- Too broad, general, and/or more detail needed (19%)
- Too narrow or specific, less detail needed (3%)
- Language is too technical, includes too much jargon (8%)
- Language is too basic (3%)
- Additional purpose needed (10%)
 - Encourage student participation in after-school activities
 - Question whether this includes facilities outside of the school building (e.g., outdoor fields)
 - Allow rental space for for-profit organizations to raise funds for equipment/programs
 - Use of facilities must be regenerative for communities, not just financially sustainable
- Edit required (15%)
 - Remove “no additional cost to HWDSB”
 - Remove “at a minimum”
 - Remove “through the use of applicable Ministry of Education funds and at a minimum, no additional cost to HWDSB”
 - Reword to clarify the intent of the Policy
 - Add an exploration of current rental rates
 - Include fee structure
 - Remove everything after “broader community”
 - Reduce costs so consistent with city rates and encourage community participation for all
 - Add “for well-being of children and youth” after “broader community”
 - Add “at a reasonable or minimal cost to user groups”
- Other comments (13%)
 - What is the approval process? Who has priority?
 - Purpose needs to be more broad to include special situations and growing relationships in communities
 - Disagree with using classrooms as rental space
 - Disagree with charging rental fee for school events
 - Collaborative and cooperative relationships provided “to improve student well-being”
 - Focusing on funding overshadows intent for using facilities

**ACROSS THE VARIOUS SECTIONS OF THE POLICY, THE FOLLOWING AREAS OF IMPROVEMENT WERE SPECIFIED -
*continued***

POLICY SECTION: GUIDING PRINCIPLES

- Too broad, general, and/or more detail needed (19%)
- Language is too technical, includes too much jargon (3%)
- Additional guiding principles needed (11%)
 - Include a principle about student well-being to link to the Board’s vision and values
 - Add “To improve the cognitive, social, physical and emotional well-being of students; to provide access to quality programming for students”
 - Do not focus on generating revenue. The focus of schools is educating children
- Edit required (11%)
 - Add “benefit the community”
 - Add “creating partnerships with sporting groups to provide additional revenue”
 - Add “promote use of these public facilities for public good”
 - Second point is incorrect. New rates have not strengthened relationships between HWDSB and community
 - Define what the subsidies are and ensure alignment with Ministry of Education funding
- Other comments (13%)
 - It is not clear how these principles will be acted on
 - What kind of revenue and from which user groups would the revenue generation target?
 - There is custodial staff present during rental hours so there is no extra cost to Board
 - Rent space only to groups whose activities do not contradict Board policies on diversity and inclusivity

POLICY SECTION: INTENDED OUTCOMES

- Too broad, general, and/or more detail needed (11%)
- Too narrow or specific, less detail needed (3%)
- Language is too technical, includes too much jargon (5%)
- Additional intended outcomes needed (10%)
 - Reduce rental costs to encourage community participation
 - Include benefits to students and student well-being
 - Include that quality programs are being promoted
 - Include collaborative and cooperative relationships
 - Include outcomes that relate to the Board’s vision, mission and values
 - Include increasing the community’s sense of ownership and access to school spaces
- Edit required (11%)
 - Maximizing use of facilities and creating/sustaining relationships with community are two separate outcomes
 - The first outcome is incorrect. HWDSB facilities have not been maximized because smaller non-profit groups are not able to afford rental space
 - Do not combine expanded use of schools with funding because two different topics
 - Add “at minimal or no cost” instead of “no additional cost”
 - Add community use and support
 - Define “broader community”
 - Revise outcomes so they are more community-oriented

**ACROSS THE VARIOUS SECTIONS OF THE POLICY, THE FOLLOWING AREAS OF IMPROVEMENT WERE SPECIFIED –
*continued***

- Other comments (13%)
 - Consider that paying additional costs can be an investment in the Board’s mission and vision and likely reduce internalized multi-capital costs
 - Outcomes suggest that HWDSB’s only interest is revenue and rental costs
 - This section is repetitive from the purpose
 - Community Use of Schools and Priority Schools Initiative is too broad
 - The language overshadows the intent to create relationships or maximize use of facilities

POLICY SECTION: RESPONSIBILITY

- Too broad, general, and/or more detail needed (19%)
- Too narrow or specific, less detail needed (2%)
- Additional responsibility needed (10%)
 - Include Trustees
 - Include Facilities representatives
 - Include members of the community
 - Include students, teachers, custodians and administrative staff of individual schools/staff
- Edit required (3%)
 - What does this refer to? Be explicit in the Policy
 - How are these people responsible?
- Other comments (5%)
 - The process needs to be more transparent

POLICY SECTION: TERMINOLOGY

- Too broad, general, and/or more detail needed (7%)
- Too narrow or specific, less detail needed (2%)
- Language is too technical, includes too much jargon (3%)
- Additional definitions are needed (9%)
 - Where do school and parent council events fit in?
- Edit required (9%)
 - Provide examples of existing models
 - Clarify whether “facility” refers to outside facilities
 - Define community agencies, community groups and community partners
 - Formal partnerships in exchange for services to students. Clarify what services mean
 - Remove HWDSB events held by school during evenings and weekends
- Other comments (7%)
 - HWDSB can be part of the solution to regenerate our schools and communities
 - Consider when community groups can use facilities. It is a shame to see available facilities not being used

**ACROSS THE VARIOUS SECTIONS OF THE POLICY, THE FOLLOWING AREAS OF IMPROVEMENT WERE SPECIFIED -
*continued***

POLICY SECTION: ACTION REQUIRED

- Too broad, general, and/or more detail needed (25%)
- Language is too technical, includes too much jargon (2%)
- Language is too basic (2%)
- Additional action required needed (8%)
 - Include action for HWDSB’s use of schools
 - Include outcomes expected from programs in terms of frequency, numbers, quality, type and accessibility
- Edit required (2%)
 - Include the current fee structure for facility usage
 - Define facilitation to include supporting good ideas to serve genuine needs
 - Include relevant due dates
- Other comments (18%)
 - Are the rental fees the same for rentals during normal care-taking hours?
 - How are fees set?
 - More detail needed in description
 - Sub-committees of school councils should be considered community partners so a rental fee would not apply
 - In addition to priority schools, HWDSB should provide other facilities to non-profit groups at little or no cost
 - Reconsider the costing formula
 - Make available the utilization numbers this year compared to last year. How many groups did not continue renting facilities after the price increase?

POLICY SECTION: PROGRESS INDICATORS

- Too broad, general, and/or more detail needed (19%)
- Language is too technical, includes too much jargon (3%)
- Additional progress indicators needed (16%)
 - An annual measure is necessary
 - Relate additional outcomes to increased number by category, access and quality of programs available
 - Include measures related to collaborations
 - Ensure high level of facility use
- Edit required (10%)
 - Include details about how the survey will be conducted
 - Replace “maximize” with “optimize”
 - Include benefit to community and the metrics to assess success
 - Needs to be evaluated more often than annually
- Other comments (10%)
 - Needs and usage of facilities need to be aligned
 - Focus should be on Better Use of Schools for Community Use and Financially Supporting the Use of Schools through Ministry Funds

RESPONDENTS PROVIDED THE FOLLOWING DETAILS WITH REGARD TO GENERAL EDITS TO THE POLICY

- Specify additional processes related to the Policy (44%)
- Need to add more details (24%)
 - When are caretakers working during the week? How late can an event go without care-taking overtime?
 - What type of events may fall under each grouping? What would be classified as a school council event vs a school event?
 - Include a brief sentence under the title that explains what the Policy accomplishes
 - Include clear use of schools for school councils
 - Include costing details associated with rental usage
 - Utilize a universal set of ethics to guide all decisions
 - What facilities, locations and uses are included in the Policy?
 - Include who gets first priority to book and timelines, use of space agreement, cost and cancellation criteria
 - Include reference to the Smoke-Free Ontario Act so schools are 100% smoke-free
- Consider additional priorities (27%)
 - Review cost structures and ensure they are reasonable
 - Education needs to be the priority
 - The Policy is too narrow
 - Child well-being needs to be strengthened in this Policy
 - Sub-committees of school council should not have to apply for subsidies
- Other comments (34%)
 - Collaborations require costs from all partners. This Policy prevents reciprocal agreements that provide benefits to the Board and the community
 - For some categories it states rental fees may apply but does not specify under what situations
 - Funds have to be transparent
 - Concern that this consultation will result in another fee raise
 - Difficult for community groups to pay the new rental rates
 - Remove fees from school activities held at the school during evenings and weekends

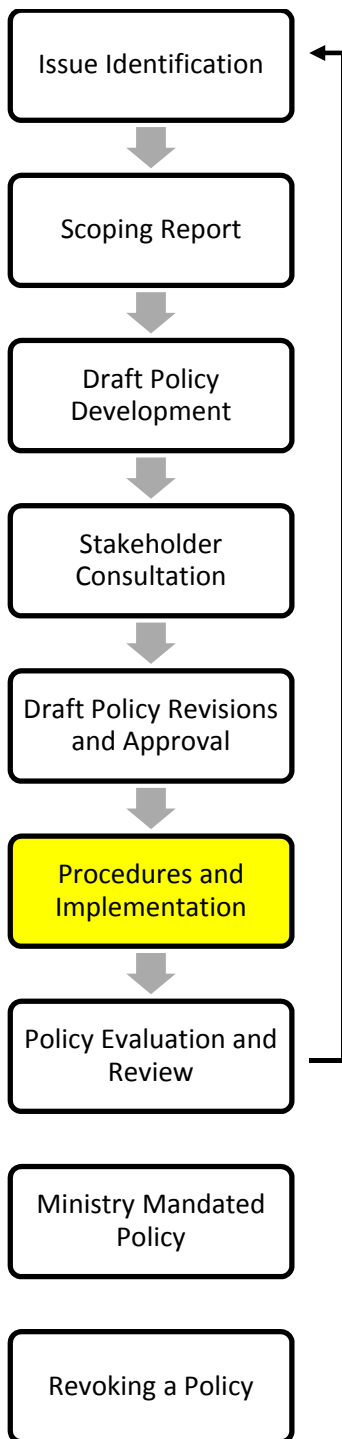
RESPONDENTS PROVIDED THE FOLLOWING ADDITIONAL COMMENTS ABOUT THE POLICY

- Please reconsider cost of renting facilities so community groups can afford it
- It is unrealistic for school councils to set dates the spring before for events held at the school
- Reinstate affordable rates
- Will school needs receive priority?
- The costs should be the “real costs”, not capital depreciation, electricity charges, etc.
- The Policy is excellent. From a taxpayer, community member, parent point of view it makes sense to maximize the utilization of these facilities
- HWDSB needs to create strong community partnerships to support this Policy
- Include language in the Policy that indicates the minimal impact on students
- The Policy is clear and concise
- Include explanation of why costs have risen because it does not promote community health and well-being
- Suggestion to look at the Policy from a community user perspective because it addresses internal staff processes and Ministry expectations only. Where do access, equity, rates establishment, and partnerships fit?

POLICY COMMITTEE

Title: Student Achievement Procedures

Pillar Policy: Student Achievement



Consent Agenda Item: Procedures under Student Achievement.

The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Student Achievement Pillar policy.

The policies and procedures under this pillar include:

7.1 Assessment, Evaluation and Reporting

- Evidence of Learning
- Assessment for Learning and as Learning
- Learning Skills and Work Habits
- Learning for All: Supporting Students with Specific Learning Needs
- Supporting English Language Learners (ELL)
- Determining Report Card Grades
- Missing Evidence of Learning Directive
- Communicating and Reporting Student Achievement

7.2 Educational Excursions

- Educational Excursions

7.3 21st Century Learning and Technology

- Identity, Credibility and Positive Participation
- Privacy
- Ownership and Authorship
- Selection of Learning Resources

7.4 Community Involvement Activities

- Community Involvement Activities

7.5 Program

- French Immersion

7.6 Student Fees

- Student Fees

As per the discussion that took place at the September 2016 Policy Committee meeting, the Safe Schools Pillar is the consent agenda item for January.

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Safe Schools Pillar, that were made in the last year.

7.0 Student Achievement Pillar (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Interim Early Identification and Intervention	2012	None However, this procedure is currently attached to a Pillar policy and needs to be reviewed to remove the 'interim' piece and to locate a permanent home.	N/A

7.1 Assessment, Evaluation and Reporting (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Evidence of Learning	2015	None	N/A
Assessment for Learning and as Learning	2015	None	N/A
Learning Skills and Work Habits	2015	None	N/A

Procedure Name	Last Amended	Changes Made	Reason
Learning for All: Supporting Students with Specific Learning Needs	2015	None	N/A
Supporting English Language Learners (ELL)	2015	None	N/A
Determining Report Card Grades	2015	None	N/A
Missing Evidence of Learning Directive	2015	None	N/A
Communicating and Reporting Student Achievement	2015	None	N/A

7.2 Educational Excursions (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Educational Excursions	2016	None	N/A

7.3 21st Century Learning and Technology (policy review date: 2017)

Last reviewed in 2013

Procedure Name	Last Amended	Changes Made	Reason
Identity, Credibility and Positive Participation	2013	None	N/A
Privacy	2013	None	N/A

Procedure Name	Last Amended	Changes Made	Reason
Ownership and Authorship	2013	None	N/A
Selection of Learning Resources	2015	None	N/A

7.4 Community Involvement Activities (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Community Involvement Activities	2016	None	N/A

7.5 Program (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
French Immersion	2014	Under review	This document is in the process of being updated to reflect the application process approved at Program Committee

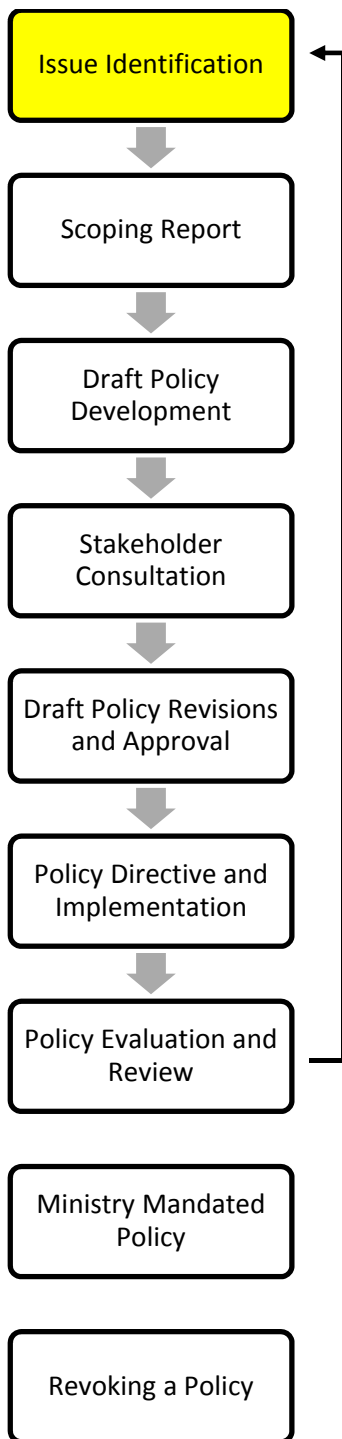
7.6 Student Fees (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Student Fees	2015	None	N/A

POLICY COMMITTEE

Title: DRAFT realignment/renaming of Pillar Policies



Recommended Action:

That the committee review the draft realignment/renaming of Pillar Policies and provide direction to staff.

Background:

At the October policy meeting, Trustees discussed realigning HWDSB's policies and procedures now that the organization has new Strategic Directions.

The committee directed staff to prepare a draft for consideration.

At the January meeting, the committee gave direction to staff to:

- Consider another name for Parents & Community Relations
- Split Finance and Facilities into two pillars

The committee asked that once the pillar names were settled, the itemization of the policies would be discussed.

Before Trustees today, is the updated version of the restructuring, incorporating the direction from the committee.

DRAFT Realignment/Renaming of Pillar Policies

Policies	Comments
1. Community Relations	
1.0 Effective Communication Pillar	Recommend the development of a new pillar policy to incorporate the areas reflected within this new pillar.
1.1 Accessibility (Barrier-Free) "Pathways"	Currently resides within the Equity and Diversity Pillar. Recommend re-naming this policy to Barrier-Free Learning Environments so that it is more clear as to what the policy speaks to.
1.2 Integrated Accessibility Standards	Currently resides within the Equity and Diversity Pillar.
1.3 Privacy and Information Management	Currently resides within the Finance and Administration Pillar.
1.4 Community Engagement	Currently resides within the Engagement Pillar.
1.5 Parent Engagement	Currently resides within the Engagement Pillar.
1.6 Visual Identity	Currently resides within the Finance and Administration Pillar. Recommend a naming change which allows for a more inclusive lens that incorporates school logos, nicknames and mascots.
1.7 Volunteer	Currently resides within the Engagement Pillar.
2. Finance	
2.0 Finance and Facilities Pillar	Recommend a name change to incorporate the facilities aspect.
2.1 Advertising Expenditures	No change has been made or recommended.
2.2 Advocacy Expenditures	No change has been made or recommended.
2.3 Educational Development Charges: Alternative Accommodations	No change has been made or recommended.
2.4 Educational Development Charges: School Sites and Operating Budget	No change has been made or recommended.
2.5 Employee Expense	No change has been made or recommended.
2.6 Fundraising	No change has been made or recommended.
2.7 Procurement	No change has been made or recommended.
2.8 Pupil Accommodation Review	No change has been made or recommended.
2.9 Transportation	No change has been made or recommended.
2.10 Trustee Expense	No change has been made or recommended.

Policies		Comments
3. Facilities		
3.1	Use of Board Facilities	Currently resides within the Engagement Pillar.
3.2	Facilities Partnership	Currently resides within the Engagement Pillar. This policy will be recommended for revocation when the Use of Board Facilities returns after consultation.
3.3	Naming of Schools	Currently resides within the Engagement Pillar.
3.4	Political Activity in Schools During Elections	Currently resides within the Engagement Pillar.
3.5	Boundary Review	No change has been made or recommended.
3.6	Property Disposition	No change has been made or recommended.
3.7	Inclement Weather and Board Cancellations	No change has been made or recommended.
4. Student and Staff Well-Being		
4.0	Safe & Healthy School/Workplace Pillar	Recommend a name change as this pillar is combining the Healthy School and Workplace Pillar with the Safe Schools Pillar.
4.1	Environment	Currently resides within the Healthy School & Workplace Pillar.
4.2	Medical Health Supports	Currently resides within the Healthy School & Workplace Pillar.
4.3	Nutrition	Currently resides within the Healthy School & Workplace Pillar.
4.4	Arrivals Check	Currently resides within the Safe Schools Pillar.
4.5	Bullying Prevention and Intervention	Currently resides within the Safe Schools Pillar.
4.6	Code of Conduct	Currently resides within the Safe Schools Pillar.
4.7	Student Behaviour and Discipline	Currently resides within the Safe Schools Pillar.

Policies		Comments
5. Human Resources		
5.0	Human Resources Pillar	No change has been made or recommended.
5.1	Accommodation of Staff	No change has been made or recommended.
5.2	Employee Attendance Support	No change has been made or recommended.
5.3	Workplace Violence and Harassment Prevention	No change has been made or recommended.
5.4	Occupational Health & Safety	No change has been made or recommended.
5.5	Performance Appraisal	No change has been made or recommended.
5.6	Recruitment and Selection	No change has been made or recommended.
5.7	Staff Engagement	Currently resides within the Engagement Pillar.
5.8	Staff Progressive Discipline	No change has been made or recommended.
5.9	Professional Learning	No change has been made or recommended.
6. Student Learning and Achievement		
6.0	Student Learning and Achievement Pillar	Recommend a name change to align with Strategic Directions.
6.1	Student Engagement	Currently resides within the Engagement Pillar.
6.2	Assessment, Evaluation and Reporting	No change has been made or recommended.
6.3	Educational Excursions	No change has been made or recommended.
6.4	21 st Century Learning and Technology	No change has been made or recommended.
6.5	Community Involvement Activities	No change has been made or recommended.
6.6	Program	No change has been made or recommended.
6.7	Student Fees	No change has been made or recommended.
6.8	First Nations, Metis and Inuit Education	Currently resides in Equity and Diversity Pillar.
6.9	Equity and Inclusive Education	Currently resides in Equity and Diversity Pillar.