

HWDSB

Policy Committee

Wednesday, September 13, 2017

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: 12:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Consent Items: Nil

Pillar Policies:

4. Communications & Community Engagement
5. Facilities
6. Finance
7. Human Resources
8. Safety and Well-Being
9. Student Learning and Achievement

Finance:

10. Fraud Management – new – briefing report

11. Adjournment – next policy meeting: October 4, 2017

Subject:	Pillar Policies
Executive Council Member Responsible:	Peter Sovran, Associate Director – Learning Services
Does an Act or Regulation require HWDSB to develop the proposed policy?	No

ISSUE

With the implementation of HWDSB’s new Strategic Directions staff was directed to attempt to realign all policies and procedures to meet these directions. With the development of new Pillar’s, all pillar policies needed to be revised to align with the new structure

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

At the March meeting, the committee recommended further changes to names of the pillar policies and discussed the itemization of the policies.

The April policy meeting saw the committee approve the policy alignment and it was subsequently approved at the May Board meeting.

RECOMMENDATION(S)

Before committee members today are the six revised pillar policies.

Staff are asking that the six pillars be recommended for approval, so that all policies and procedures can be reorganized to fit under their new pillar policy.

Communications and Community Engagement Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) recognizes the important role that all its stakeholders – staff, students, parent(s)/guardian(s)/caregiver(s), community members, other levels of government – play in the lives of students and in the provision of high quality educational services. The Board further believes that students, parent(s)/guardian(s)/caregiver(s) and members of the community have much insight, valuable experience and practical advice to contribute to the school system for the benefit of all students.

The Board values and is committed to nurturing positive relationships and timely, open, two-way communications with parent(s)/guardian(s), school councils, student governments, community partners and the public. Schools play a vital role in establishing and maintaining such positive relationships and in attaining a reciprocal flow of information with parent(s)/guardian(s), school councils, student governments, and the community.

Facilities Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) believes all students have the right to learn in equitable, affordable, and sustainable schools.

A school is an educational institution. It is imperative that schools and other facilities operated by the Board provide a superior learning and working environment for students and employees. By improving the operating condition in schools and maintaining our schools in a high-quality state, students will be placed in an environment where success and opportunities will be greatly enhanced.

Finance Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) believes that conducting efficient and effective financial management practices ensures appropriate and effective stewardship of all Board resources.

Through the delivery of effective service to schools, the Board's mission of empowering students to learn and grow to their full potential in a diverse world, will be achieved.



Human Resources Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) believes that attracting, recruiting and retaining exemplary employees allows us to fulfill our mission of empowering students to learn and grow to their full potential in a diverse world.

HWDSB strives to be an employer of choice that provides excellence and leadership in human resource management that strengthens positive and respectful relationships with employee groups and promotes safe, respectful and inclusive working and learning environments.

Safety and Well-Being Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board (HWDSB) is committed to creating and supporting safe and healthy schools and workplaces.

The Board promotes and maintains a safe, caring, inclusive and equitable learning and teaching environment for staff and students, while also creating healthy living, learning and working conditions through a broad approach that includes healthy environments, activities, programs, policies and practices.



Student Learning and Achievement Pillar

Date Approved: XXXXX

Projected Review Date: XXXXX

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POLICY STATEMENT:

Hamilton-Wentworth District School Board strives to ensure that all students are learning and achieving through effective instructional strategies.

The Board believes that through the development and implementation of specific policies, procedures, programs, and staff development that will enhance instructional and assessment practices, that higher outcomes of student success will be achieved.

Subject:	Fraud Management
Executive Council Member Responsible:	Stacey Zucker, Associate Director – Support Services
Does an Act or Regulation require HWDSB to develop the proposed policy?	No

ISSUE

Fraud and corruption pose serious risks to the public sector, and these risks cannot be ignored. The potential damage extends well beyond any financial losses, and the threats to organizational integrity are a potential challenge for HWDSB.

BACKGROUND

Issues of fraud are common within many organizations across Canada. A few incidents of note have taken place this year within school boards across Canada:

- In July, a Surrey BC school council member was charged with fraud for allegedly taking \$35,000 from the council's bank account.
- Thames Valley implemented a fraud management program which pitted the board against the unions.
- In February, an Ottawa-Carleton school council treasurer was charged with fraud after years of abuse.

Based on the *Association of Certified Fraud Examiners (ACFE) 2016 Report to the Nations on Occupational Fraud and Abuse*, fraudulent use of purchasing or procurement cards and fraudulent claims for travel and entertainment expenses rank among the most commonly occurring types of employee fraud.

HWDSB does not currently have a Fraud Management Policy. Any instance of fraud by a person associated with HWDSB is currently managed under the Staff Progressive Discipline and the Code of Conduct (Standards of Behaviour) policies and procedures. Seven public school boards across Ontario currently have a Fraud Management Policy.

CONSIDERATIONS

A SWOT analysis of a fraud management policy was conducted and found:

Strengths

- Strengthens organizational integrity.
- If fraud is top of mind of employees, then potential fraud could be deterred as all employees are looking for red flags.

- Fosters an environment of transparency by encouraging employees to come forward with suspicions

Weaknesses

- Fear is arguably the number one deterrent preventing people from coming forward with allegations of fraud and other acts of wrongdoing. Therefore, individuals must feel safe reporting their concerns.
- Staffing and financial support to carry out investigations.

Opportunities

- Shows HWDSB's commitment to its fiduciary responsibility.
- Demonstrates that HWDSB conducts its affairs with integrity, honesty and openness and demands the highest standards of conduct from staff, students, suppliers, contractors, consultants, and other service users.

Threats

- Potential for increase in complaints to the Ontario Ombudsman
- There may be a fear of reprisal for someone making an allegation of fraudulent activity.

RECOMMENDATION(S)

A policy about Employee Fraud will help to further the priority of Positive Culture and Well-Being by creating positive relationships between all levels of staff through a shared understanding of employee conduct that is acceptable and furthers the goals of HWDSB.

Therefore, staff are recommending to the Trustees on the policy committee, that a Fraud Management policy be created and are seeking committee approval, and subsequently Board approval at the September Board meeting, to commence drafting a Fraud Management policy.