

AGENDA: 6:30 p.m.

1. Call to Order/Roll Call
2. HWDSB Land Acknowledgement

Delegation:

- Sandra Huculiak, Hamilton-Wentworth Council of Home & School Associations re: Fundraising Policy (5 mins)

3. Approval of the Agenda
4. Review of the Policy Committee Workplan

Policy Review:

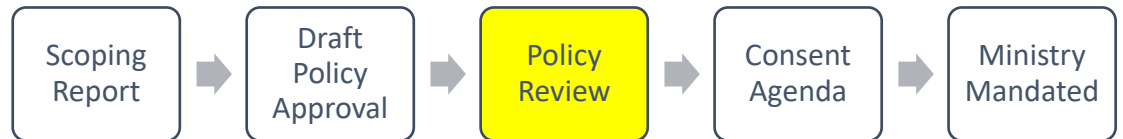
5. [Student Registration & Admission Policy](#)
6. [Occupational Health & Safety Policy](#)
7. [Workplace Violence & Harassment Prevention Policy](#)
8. [Fundraising – post-consultation](#)

Discussion

9. [Policy Development Process](#)
 - a. Ministry Mandated Policy
 - b. Revoking a Policy and Policy Development Process – showing changes (final)
 - c. Human Rights Assessment Tool
10. Adjournment

Subject: Student Registration and Admission Policy

Executive Council Member Responsible: Simon Goodacre
Superintendent of Student Achievement



BACKGROUND

Staff have reviewed the Student Registration & Admission Policy as part of the 4-year review cycle. Many of the changes made to the policy include the removal of operational steps which will be captured in the procedure following approval of the policy.

RECOMMENDATION(S)

That the Student Registration and Admission Policy be recommended for approval.



Student Registration and Admission

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 2

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment or extraordinary circumstance requests, where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

RESPONSIBILITY:

Director of Education
Executive Council

TERMINOLOGY:

Admission: Process of reviewing the registration and documentation to determine if the proper requirements are met to be admitted into a school.

In-Catchment School: The school that students are eligible to attend based on the geographic area in which they reside.

Out-of-Catchment: The request to enrol at a school that is not the designated school within the geographic area in which a student resides.



Student Registration and Admission

Date Approved: XXXX

Projected Review Date: XXXX

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Qualified Resident Pupil: Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the boundary of the school board.

Registration: Process of filling out a form and providing your school with the necessary documentation.

ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of students.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with all Ministry of Education Legislation governing enrolment.	Measured through the Average Class Size Report and enrolment updates.
Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.	Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System.
Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.	Measured through the Average Class Size Report, as well as enrolment projections and updates.

REFERENCES:

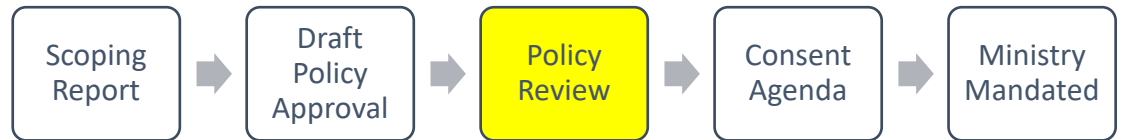
Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49

Subject: Occupational Health & Safety Policy
Workplace Violence & Harassment Prevention Policy

Executive Council Member Responsible: Jason Alexander, Executive Officer of Human Resources & Staff Well-Being

Matthew Gerard, Associate Director of Business Services & Board Treasurer



BACKGROUND

The following policies are being presented for review:

- Occupational Health & Safety
- Workplace Violence & Harassment Prevention

Staff have reviewed both policies and as these policies are on an annual review basis, no additional changes have been made for this year.

RECOMMENDATION(S)

That the Occupational Health & Safety Policy be recommended for approval.

That the Workplace Violence & Harassment Prevention Policy be recommended for approval.



Occupational Health and Safety

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to providing and maintaining a safe and healthy workplace in accordance with the Occupational Health and Safety Act.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy workplace, in accordance with industry standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards to workers.
- Commit to occupational health and safety being an integral part of the Board's operations.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Implement strategies to reduce workplace injuries.
- Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.
- Ensuring contractors work safely in our workplace.

RESPONSIBILITY:

Director of Education
Supervisors
Central Joint Health and Safety Committee
All Workers

TERMINOLOGY:

Central Joint Health and Safety Committee: A single Joint Health and Safety Committee established to cover multiple workplaces where the committees' structure has received approval by order of the Minister of Labour.

Internal Responsibility System: A system, within an organization, where everyone has direct responsibility for health and safety as an essential part of their job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis.



Occupational Health and Safety

Date Approved: XXXX

Projected Review Date: XXXX

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Supervisor: The person who has charge of a workplace or authority over a worker. This includes a principal, vice-principal or teacher appointed by HWDSB to direct and supervise a school or organizational unit of a school.

Worker: Any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates in the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

Workplace: Any land, premises, location, or thing at, upon, in or near which a worker works.

Examples include, but are not limited to:

- Schools, Board offices, properties, and facilities, as well as vehicles used in the course of completing work and traveling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities, and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.

ACTION REQUIRED:

Every worker protects their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive, as appropriate, information, instruction, training, and competent supervision in their specific work tasks to protect their health and safety.

The Central Joint Health and Safety Committee assists in identifying situations that may be a source of danger or hazard to workers and make recommendations to the Board on matters of occupational health and safety.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals.	A comparison, year over year, of notifiable accidents, explosion, fire, or incident of workplace violence where a person is killed or



Occupational Health and Safety

Date Approved: XXXX

Projected Review Date: XXXX

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	critically injured, disabled from performing their usual work or requires medical attention.
Implement strategies to reduce workplace injuries.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.	The successful completion of monthly and annual workplace inspections.
Ensuring contractors work safely in our workplace.	Performance will be evaluated by reviewing critical injuries involving contractors and WSIB claim data where applicable.

REFERENCES:

Government Documents

Education Act

Occupational Health and Safety Act



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the prevention of workplace violence and harassment while promoting a safe workplace in which all people respect one another and work together to achieve common goals.

GUIDING PRINCIPLES:

- Work together to create an environment free from discrimination, harassment, and workplace violence to foster the development of trustful and respectful relationships.
- Fulfill our obligations under the Occupational Health and Safety Act and Ontario Human Rights Code.

INTENDED OUTCOMES:

- Establish workplace violence incident reduction goals.
- Implement strategies to reduce workplace violence and harassment.
- Raise awareness of all workers' direct responsibility to ensure a violent and harassment-free working and learning environment.

RESPONSIBILITY:

Director of Education
Supervisors
Central Joint Health and Safety Committee
All Workers

TERMINOLOGY:

Central Joint Health and Safety Committee: A single Joint Health and Safety Committee established to cover multiple workplaces where the committee's structure has received approval by order of the Minister of Labour.

Discrimination: Any form of unequal treatment based on a protected ground under the Human Rights Code (the Code), whether imposing extra burdens or denying benefits. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral but have the effect of disadvantaging certain groups of people. It can be direct or indirect, individual, or systemic. It may be intentional or unintentional, and it may take obvious forms (direct), or occur in very



Workplace Violence and Harassment Prevention

Date Approved: XXXX

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subtle ways (indirect). In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation that could lead to progressive discipline. Hate activities and harassment are forms of discrimination. Putting measures to correct, relieve or remedy hardship or systemic discrimination experienced by persons or groups in an attempt to achieve equity is not discrimination.

Supervisor: The person who has charge of a workplace or authority over a worker. This includes a principal, vice-principal or teacher appointed by HWDSB to direct and supervise a school or organizational unit of a school.

Worker: Can be defined as:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university private Career College or other post-secondary institution. Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

Workplace: Any land, premises, location, or thing at, upon, in or near which a worker works. This includes any virtual or digital environments. Examples include, but are not limited to:

- Schools, Board offices, properties, and facilities, as well as vehicles used while completing work and travelling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities, and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.
- Under the Ontario Human Rights Code, protection from workplace harassment and workplace sexual harassment also applies where workers are travelling to and from work-related activities.

This policy also applies to telephone, email, social media, or other communications related to work.

Workplace Violence: The *Occupational Health and Safety Act*, defines workplace violence as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace that could cause physical injury to a worker.



Workplace Violence and Harassment Prevention

Date Approved: XXXX

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Workplace Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The Ontario Human Rights Code also protects employees from harassment in employment by the employer, agent of the employer or by another employee because of the following prohibited grounds: Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expressions, age, a record of offences, marital status, family status, disability. It is important to note that there is potential for more than one protected ground to intersect, where an employee is protected under multiple identified grounds simultaneously. Further, the Ontario Human Rights Code protects employees from discrimination because of association, relationship, or dealings with another person identified by a protected ground.

Workplace Sexual Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. This could also include making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The Ontario Human Rights Code offers protection for workers against harassment because of sex or sexual solicitation by a person in a position to confer benefits. Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by their employer or agent of the employer or by another employee.

Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

ACTION REQUIRED:

Staff will implement and maintain procedures to operationalize this policy under the requirements prescribed in the *Ontario Human Rights Code* and *Occupational Health and Safety Act*.

HWDSB will:

- Develop a complaint process and ensure all complaints of workplace discrimination and harassment are appropriately investigated.
- Post the policy in all HWDSB workplaces on the Health and Safety Bulletin Board.
- Provide all workers with information and instruction upon hire, annually and as needed about this policy and discrimination, harassment, and violence in the workplace.



Workplace Violence and Harassment Prevention

Date Approved: XXXX

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- Ensure workers are not penalized for reporting an incident or for participating in an investigation involving workplace violence or harassment while acting in good faith.
- Make workers aware of additional assistance through the Central Joint Health and Safety Committee (CJHSC), the Human Rights Legal Support Centre or the Board's Employee and Family Assistance Program (EFAP).
- Instruct supervisors to create a respectful workplace, model behaviours that are expected of all workers, and address issues that they become aware of, regardless of whether a complaint is made by the worker.
- Ensure supervisors investigate as appropriate all incidents and complaints of workplace harassment or violence in a fair, respectful, and timely manner, following the Board's established process. HWDSB will ensure supervisors are held accountable for responding to and resolving complaints of harassment.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish workplace violence reduction goals.	A comparison, year over year, of notifiable incidents of workplace violence where a person is killed or critically injured, disabled from performing their usual work or requires medical attention.
Implement strategies to reduce workplace harassment and violence.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories and complaint summary reports.
Raise awareness of all workers' direct responsibility to ensure a violent and harassment-free working and learning environment.	Measured through feedback from online workplace violence and harassment training.

REFERENCES:

Government Documents

Human Rights Code

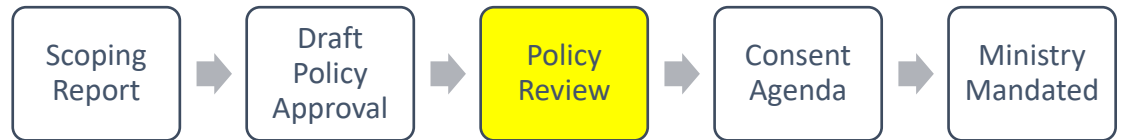
Occupational Health and Safety Act, Section 32.0.1

Subject:

Fundraising Policy

Executive Council Member Responsible:

Matthew Gerard, Associate Director of Business Services & Board Treasurer



BACKGROUND

Staff have reviewed the Fundraising Policy following consultation. Changes that were made in response to feedback received can be found in the consultation summary report as well as the consultation feedback and response chart attached.

RECOMMENDATION(S)

That the Fundraising Policy be recommended for approval.



Fundraising

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that parents, guardians, caregivers, schools, and communities may choose to engage in fundraising activities to support students, schools, the Board, and the wider community. The Board supports fundraising activities that are complementary to public education, voluntary, safe, accountable, and transparent. Further, the Board supports fundraising activities that increase student and community engagement, support a healthy learning environment, and build strong partnerships.

GUIDING PRINCIPLES:

- Fundraising may be used to support humanitarian or charitable causes that can increase student understanding, empathy, and activism in helping to address local, national, and international issues.
- Funds raised will not be used to replace items that are publicly funded, such as classroom learning materials, textbooks, facility repairs, maintenance, and upgrades or for capital projects that significantly increase operating costs.
- Fundraising activities will result in no personal gain for any staff member or volunteer. Individuals or organizations in receipt of HWDSB fundraising proceeds must engage in legal and ethical practices that respect the privacy and personal information of staff, students, or other individuals.
- Participation in fundraising activities is voluntary. Students' fundraising efforts will not be tied to any measure of student achievement or be subjected to any other negative consequences should they choose not to participate.
- Schools with greater resources are encouraged to consider assisting other schools or the Hamilton Foundation for Student Success (HFSS) whenever possible and as deemed appropriate by the school community. Transfers between schools should be included as part of the Annual School Fundraising Plan. Not all schools have the same capacity to conduct fundraising activities.

INTENDED OUTCOMES:

- The Annual School Fundraising Plan will monitor, communicate, and document a school's fundraising initiatives. The school principal is responsible for the Fundraising Plan which includes all fundraising that the school staff and students participate in.
- Each school's final fundraising reports will include transparent financial reporting practices to the school community.

RESPONSIBILITY:

Director of Education
Members of Executive Council

Fundraising

Date Approved: XXXX

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TERMINOLOGY:

Capital Projects: Capital projects supported by fundraising should enhance the facilities that already exist in the school or school yard and do not include school renewal, maintenance or upgrades to the facilities such as structural or emergency repairs or replacement of flooring, tiles etc. Examples of supported capital projects include playground equipment, shade structures, and scoreboards with approval.

Fundraising: Any activity, permitted under HWDSB's policies, to raise money or other resources, as approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Community: Students, parents, guardians and caregivers, school councils, trustees, school principal and vice-principal, employees, members of the broader community and partners, as well as others who support HWDSB and student achievement.

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 (except for 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.

Ontario Home and School Associations: Refers to entities separate from District School Boards when they are constituted under the umbrella of the Ontario Federation of Home and School Associations. They may engage in fundraising activities to support the goals and objectives of their organization.

- The proceeds from these activities are not considered School Generated Funds.
- When Home and School Associations are purchasing equipment for a school, all purchases must follow procurement and facility policies and procedures.

ACTION REQUIRED:

- Maintain procedures to implement this policy including a method to resolve conflict.
- Ensure fundraising initiatives follow the requirements of legislation and board policy and procedure, to meet the needs of students, educators, the community, and staff while ensuring accountability and transparency.
- Fundraising activities must comply with statutory and Ministry of Education requirements, Ministry and Board policies and procedures, the Board's mission, vision and values, and the principles of public education, including diversity, equity, accessibility, and inclusivity.



Fundraising

Date Approved: XXXX

Projected Review Date: XXXX

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- Funds raised by School Councils (and any assets purchased with those funds) legally belong to the Board.
- Fundraising activities will be coordinated at the school level to ensure proper handling and management of funds raised and any expenditures incurred during the fundraising event while also ensuring administrative expenses are minimized.
- The safety of students will be a primary consideration in all fundraising activities.
- When a Home & School Association fundraiser involves the participation of school staff, the principal is responsible for ensuring that all HWDSB fundraising and other procedures are followed.
- When a Home & School Association is operating a fundraiser without the involvement of HWDSB staff and independent of the school, this is not considered a fundraiser associated with the school or HWDSB.

PROGRESS INDICATORS:

Intended Outcome	Assessment
The Annual School Fundraising Plan will monitor, communicate, and document a school's fundraising initiatives. The school principal is responsible for the Fundraising Plan which includes all fundraising that the school staff and students participate in.	Audit of Annual School Fundraising Plans. Annual plans will be accountable and transparent on the intended use and actual use of the proceeds of Fundraising Activities
Each school's final fundraising reports will include transparent financial reporting practices to the school community.	Year-end annual financial summary report for school-generated funds. Annual audits of sample schools.

REFERENCES:

Government Documents

Education Act

Ministry of Education Fundraising Guideline

Municipal Freedom of Information and Protection of Privacy Act Broader

Public Sector Procurement Directive

[Ontario Federation of Home and School Associations](#)

CONSULTATION REPORTS

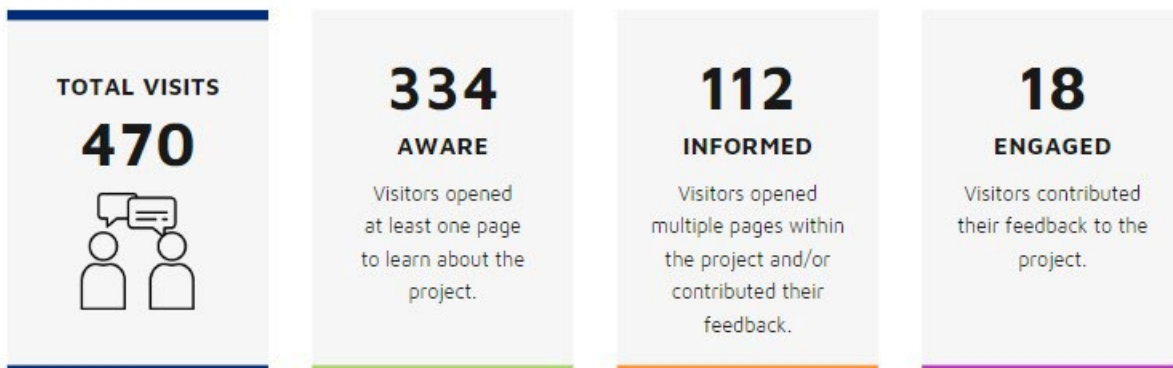


**Fundraising
Policy Review
2023**

Background

As part of its regular policy review, HWDSB consulted the public regarding proposed changes to its Fundraising Policy to reflect the Board’s goal of supporting fundraising activities that are complementary to public education, voluntary, safe, accountable, and transparent, and which increase student and community engagement, support healthy learning environments, and build strong partnerships. Input was collected through the Engage site, which was visited 470 times between October 20th and November 22nd, 2023. Of those visits, 334 opened at least one page to learn about the project, 112 either opened multiple pages, downloaded the draft policy, and/or contributed feedback, and 18 contributed their feedback to the project.

Visitors to the Engage site were able to download a copy of the draft Fundraising Policy, and by using a tool embedded in Engage, could comment on specifics of the proposed policy by ‘pinning’ comments to corresponding sections of a digital copy of the policy displayed on the site. These pinned comments were visible to the public, allowing visitors to comment on previous posts, or to click on comments to indicate whether they agreed or disagreed with them. Significant changes to the existing policy were highlighted in the draft copy for quick reference. In total, 50 comments were pinned to the draft proposal by 10 different contributors.



Themes

Home and School Associations

Of the proposed changes to the Fundraising Policy, point 1 under **Intended Outcomes** – which outlines how Annual School Fundraising Plans will monitor, communicate, and document a school’s fundraising initiatives – coupled with the explanation of Ontario Home and School Associations (HSA) under the **Terminology** section, generated the most feedback.

Respondents commented that Home and School Associations (HSA) are incorporated entities outside of school boards, and that although they work in cooperation with boards, remain independent from them. From this perspective, respondents argued that the proposed changes are “in direct conflict with a Home and School Association's mandate which operates under the guidance of the Ontario Federation of Home and School Associations (OFHSA) and as a protected parent group within the Education Act”. Respondents further commented that HSAs have their own provincial oversight (regulated by and reporting to the OFHSA), charters, and internal auditing processes, along with their own bank accounts to keep funds separate. While arguing for the continued independence of HSAs, multiple contributors distinguished the role of HSAs from that of school/parent councils.

It was a unanimous opinion of respondents commenting on Home and School Associations that HSAs should not be monitored or regulated by school administrators, with multiple respondents highlighting the strengths and effectiveness of independent HSAs. Further, multiple respondents suggested that HSAs best know the needs of their schools and communities, and that school oversight would decrease parental involvement and support for fundraising initiatives to the detriment of schools, with one commentator remarking that “many Home and School Associations operate specifically because their local school administration is poor quality and not willing to work with parents”. In the words of another commentator, why does HWDSB “continually try to fix things that are not broken?”

Assisting Other Schools

After the proposed changes to the monitoring of Annual School Fundraising Plans, the draft policy’s suggestion that schools with greater resources assist other schools or the Hamilton Foundation for Student Success (HFSS), received the most feedback. Respondent opinions were divided.

Of those respondents opposed to the suggestion, some commented that redistributing funds would result in a decline in fundraising participation, as volunteers would be disincentivized. Moreover, it was suggested that redistributing funds could be considered disingenuous if volunteers or contributors believed they were raising funds for their local community or project only to have the funds directed elsewhere.

Some respondents acknowledged that not all schools have the same ability to raise funds but suggested that differing capacity is a reality of life, hard work deserves reward, or that

Consultation Data Summary

“handouts” will result in less effort. Further, one respondent commented on the “hypocrisy of HWDSB equality,” questioning why the Board can unevenly allocate publicly funded resources but expect fundraising to be distributed equally, while another commentator questioned whether the proposal is an attempt by the Board to justify past practices of redistributing fundraised items.

Within the Engage platform, contributors can agree or disagree with comments posted by others. Comments critical of sharing fundraising proceeds were agreed with 10 times and disagreed with 11 times. This difference in opinion is reflected in respondent comments supportive of the proposed sharing suggestion.

Some respondents highlighted economic disparities and barriers to fundraising experienced by some communities, characterizing the premise that some communities work harder or are better at fundraising than others as a privileged perspective. One respondent questioned whether redistributing fundraising proceeds has been done successfully in the past, while others questioned the possibility of implementing Board-directed fundraisers for Board-wide initiatives like a nutrition program.

Publicly Funded Items

Under its **Guiding Principles**, the draft policy outlines that “funds raised will not be used to replace items that are publicly funded...” Commenting on this principle, one respondent noted that the “vast majority of funds” raised by their HSA have gone for items such as learning materials, including library books, iPads, and math kits. Other respondents questioned whether HWDSB is prepared to fund capital projects such as playground equipment if they cannot be fundraised for, and noted that public funding does not adequately supply schools and classrooms. To this last point, another commentator observed that supplementing publicly funded items in some schools will further widen system inequalities.

Other Feedback

Beyond these wider themes, respondents commented on various specifics of the draft policy. These comments are summarized in the table below.

Too much necessary detail has been removed.
All fundraising done at the school (except for Home & School as they have their own separate bank account) should be included on the Annual Fundraising Plan (AFP). Any initiatives added after the AFP has been submitted should require a revised AFP to be submitted.
Funds raised in the school year should be spent in that school year. Exception: large multi-year initiatives, explained at the bottom of the Annual Fundraising Plan.
Principals should be required to circulate detailed financial reports.
Return to policy: "Fundraising will reflect HWDSB's mission, vision, values, strategic directions and policies." It is critical that board rules are followed in school fundraising.
Fundraising must not benefit businesses, corporations, private companies.
The above change would preclude working with fundraising organizations that provide support.

Consultation Data Summary

General School Council funds should only be used in HWDSB schools and not given to charities. Contributions to charity should come from designated fundraisers.
This report is too high level to properly assess spending. There needs to be more transparency.
Students should not be forced to "donate" so they can participate in school dances or other activities.
Who is responsible for ensuring that Board rules are being followed?
Stronger language is needed to indicate that all fundraising is to be collaborative between the Principal and School Councils.
Principals need to consider all recommendations provided by Council members and provide written feedback when recommendations are not utilized.
Place limits on fund raising so no student is left out.

Summary

Fundraising is a means for families and community members to contribute to HWDSB schools through volunteering and financial support, and is an issue that school communities care about. During a month-long consultation regarding proposed changes to HWDSB's Fundraising Policy, members of the public contributed comments or suggestions on specifics of the policy. Proposed changes to how Annual School Fundraising Plans will monitor, communicate, and document a school's fundraising initiatives – in particular the oversight of Home and School Associations (HSA) – and Board suggestions that schools share proceeds from their fundraising with other schools or the Hamilton Foundation for Student Success (HFSS), received the most feedback. Respondents unanimously did not want school administrator oversight over HSAs. Opinion on whether schools should assist other schools was divided. Given the specifics of the draft policy, other public feedback addressed multiple concerns, including transparency, accountability, and use of funds.

Policy Consultation Feedback and Response Chart

POLICY: Fundraising Policy

Feedback was gathered through: Online Public Consultation

Categories	Comment/ Feedback	Response
Purpose	+ No Comment on the purpose The purpose section of the policy did not change substantially from the original policy	-
Guiding Principles	Multiple comments split 10 in favour and 11 against on the suggestion that schools with greater fundraising resources assist other schools or the HFSS. Of those opposed, comments included redistributing funds would result in a decline in fundraising participation and could be considered disingenuous if volunteers or contributors believed they were raising money for their own school or community and then some of these funds were directed elsewhere. Comment of “handouts” will result in less effort. On the other side of the comments, those supporting the suggestion highlighted economic barriers in some communities.	- Guiding Principles were not changed, as this wording reflects a suggestion or encouragement of schools that wish to do this (i.e. it is voluntary in nature).
Intended Outcomes	-Negative comments were directed at the School Annual Fundraising plan monitoring, communicating, and documenting all initiatives and the school principal will be responsible for all fundraising initiatives even those initiated by Home and School Associations. It was a unanimous opinion of respondents commenting on Home & School Associations was that they should not be monitored or regulated by school administrators and highlighted the strength and effectiveness if HAS operate independently., Several respondents outlined that financial accountability and transparency of spending by the school needs to be enhanced and the reporting of this spending needs to be increased.	- Intended outcomes revised to exclude all types of fundraising sponsors such as school council, student groups, Home and School Associations, Alumni associations etc. - Rephrased to say the school principal is responsible for the fundraising plan that includes all fundraising that the school staff and students participate in. – Same intention without specifically naming groups - Remaining aspects of the comments can be addressed in the procedure
Terminology	Same negative comments as above re requiring principal oversight on fundraising. Feelings are that they are responsible to the Ontario Federation of Home and School	- No change to the Terminology for Home and School Association as it did not change from the original policy in the draft.

	Associations and not the principal of the school. They feel they should be independent and not accountable to the Principal as they have their own bank account and can just move their efforts outside of the school and then make a donation to the school. Respondents unanimously did not want school administrator oversight of HSA	
Action Required	Comments with respect to the HSA having its own accountability and audit function so the School Administrator should have no oversight.	<ul style="list-style-type: none"> - Added two points with respect to Home and School Association fundraising: 1) if HSA has a fundraiser that involves school staff, the principals is responsible to ensure all HWDSB policies and procedures are followed. 2) IF HSA is operating an independent fundraiser without HWDSB staff and independent of the school – this is not considered a fundraiser associated with the school or HWDSB
Progress Indicators	Again comment made that HSA run parallel to school fundraising but they are restricted to narrow guidelines under Board SGF and other procedures	<ul style="list-style-type: none"> - Intended outcome revised similar to above intended outcome to exclude all types of fundraising sponsors such as school council, student groups, HSA, alumni associations etc and rephrased to say the school principal is responsible for the Fundraising Plan that includes all fundraising that the school staff and students participate in.
Overall Readability/understandability	- No Comment	
Items for the Procedure	-	-
Other	- No Comment	