

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, February 5, 2013 @ 7:00 p.m.

MINUTES

Members	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy (Cmte Chair)	X					Santerre, Angel		X			
Keenan, Darlene		X				Simonaitis, Fred					X
MacGregor Aaron (Student Trustee)		X				Fisher Matthew (Alternate)				X	
Mannisto, Mark (Chair's Designate)		X				McRae, Pinky (Ex-Officio)		X			
Administration Resource Members							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education								X			
Cathy Tsubouchi: Superintendent of Business							X				
A. Miller: Principal Resource								X			
D. Skworchinski: Recorder							X				

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 Review and Approval of Minutes: January 15, 2013

Moved: D. Keenan Second: M. Mannisto
That, the Board Policy Review Committee minutes of January 15, 2013 be approved.

2.0 Business Arising from Minutes

2.1 Deferred as per BPRC Minutes of January 15, 2013

- P-509 Fundraising
C. Tsubouchi reported on clarification of wording contained in the last bullet of the policy. As per Ministry of Education representative Jeff Lewis, the intent of the wording is to ensure that individuals who are in charge of fundraising do not profit materially or financially as a result of these activities.
Action: C. Tsubouchi will revise final bullet in P-509 to read...
"Fund raising activities should not result in any person with decision-making responsibilities, benefitting materially or financially from the activities, except for the winners of lotteries.policy language.
Forward to Board for approval on February 19, 2013. (Attached)
- MG-509 Fundraising
C. Tsubouchi advised that current wording is reflective of the policy.
Action: Forward to Board for approval on February 19, 2013. (Attached)
- P-208 Trustee Attendance at Conferences
The full policy was read aloud by D. Tamblyn.
Numerous suggestions and a protracted discussion followed regarding wording, the application and the trustee expenditure tracking process that would/should coincide with this policy. Given the extent of discussion and lack of consensus on significant

portions of the policy wording, D. Tamblyn stated that the policy will be taken back to the drawing board.

Action: Defer to BPRC Meeting of March 5, 2013.

P-210 Student Trustee

Action: Defer to BPRC Meeting of March 5, 2013.

MG-210 Student Trustee

Action: Defer to BPRC Meeting of March 5, 2013.

3.0 Reviews: New/Existing (P's / MG's and / or PG's)

3.1 P-527 Voluntary Aboriginal Student Self Identification

D. Tamblyn advised that the policy has been reviewed with the Native Education Advisory Committee (NEAC) and has received their stamp of approval.

Action: Forward to Board for approval on February 19, 2013. (Attached)

P-539 Native Education Advisory Committee

D. Tamblyn advised the committee that this policy is directly related to P-527. The last point in 1.2 will be filled in once the First Nation Chiefs have nominated a Trustee Representative to the board and the issue is confirmed through NEAC.

Action: Defer to BPRC Meeting of March 5, 2013.

4.0 Policies for Stakeholder Review (February 6- March 22, 2013)

Nil

5.0 Policies for Board Approval on February 19, 2013 are:

Moved: M. Mannisto Second: D. Keenan

That, the Board Policy Review Committee Meeting submit the following items to the Board for approval on February 19, 2013:

P-509 Fund Raising

MG-509 Fund Raising

P-527 Voluntary Aboriginal Student Self-Identification

6.0 Next Meeting

March 7, 2013

6.1 March Meeting Work Plan

P-302 Student Transportation by Staff or Other Volunteers

MG-302 Student Transportation by Staff or Other Volunteers (NEW)

P-309 Investment (NEW)

P-414 Energy and Resource Conservation (NEW)

MG-414 Energy and Resource Conservation (NEW)

P-523 Work Education Program Approvals

P-610 Prior Learning Assessment and Recognition for Mature Student

MG-610 Prior Learning Assessment and Recognition for Mature Student (New)

MG-520 Safe School Code of Conduct Police & School Protocol

P-532 Bomb Threats

MG-532 Bomb Threats

PG Hostile and Violent Incident

PG School Emergency Evacuation/Civil Emergency Evacuation/School Closures

PG School Lockdown

PG Wild Animals on School Property

PG School Emergency Procedures Plan

PG Emergency Response Guide Flipchart

7.0 Adjournment

Moved: M. Mannisto *Second:* D. Keenan

That, the Board Policy Review Committee Meeting of February 5, 2013 adjourn at 8:32 p.m.

<i>Section</i>	SCHOOLS AND STUDENTS		
<i>Policy Name</i>	FUND RAISING		509
	<i>Management Guideline Applies</i>		
<i>Board Approved: February 20, 2013</i>		<i>Reviewed: February 5, 2013</i>	<i>Review by: December 2018</i>
<i>March 12, 1999</i>		<i>April 25, 2006</i>	

The Superior-Greystone District School Board recognizes that involvement in fund raising projects by students and the community supports school spirit and promotes student growth and learning. Underlying these efforts is the belief that it is not the responsibility of parents or school communities to raise funds for basic educational requirements but rather that school communities may raise funds to enhance program and support school initiatives.

It is the policy of the Superior-Greenstone District School Board to permit and to encourage schools to enter into fund raising activities which enhance school programs and support school initiatives, subject to the guiding principles set forth under this policy.

Organizations such as School Councils and Student Councils which are related to the operating of the Board and its schools may engage in fund raising activities provided that the activities have been approved by the School Principal and the activities abide by other appropriate policies of the Board. All fund raising activities will respect:

- The voluntary nature of fund raising activities and avoid any undue pressure being brought to bear on any pupil or family to participate in activities which involve expenses which are to be covered or partially offset by fund raising;
- Student and staff time and school programs must not interfere with the normal conduct of classes or the usual routine of the school;
- Age-appropriate activities;
- Supervision of students and safety precautions;
- All appropriate legislation, including but not limited to the Education Act, the Income Tax Act and the Municipal Act; and
- Accounting policies and procedures for fundraising as set out in the management guideline for the Policy.

In addition to the above, it is the policy of the Superior-Greenstone District School Board that:

- Door-to-door canvassing should be discouraged.
- Soliciting funds by political or commercial agencies is not permitted on the properties of Superior-Greentown District School Board.
- When an event, trip or purchase is cancelled, the proceeds from fund raising cannot be specifically targeted to a student, but must be used to benefit the school.
- Schools are limited to raising funds for:
 - Day field trips
 - Extended field trips
 - Special co-curricular projects, such as graduation etc.
 - Charities
 - Community projects
 - Special school/class projects
 - Costs of travel to sports competitions

- Cost of travel to co-curricular competition
 - Other activities as approved by the Superintendent
- Fund raising for the purchase of specific classroom resources is not permitted. However, fund raising for purchases which complement items funded by provincial grants and enhance the overall learning environment of the school is permitted.
- All equipment purchased from funds derived from fund raising shall become the property of Superior-Greystone District School Board and shall be included in the school's equipment inventory list. Such equipment must meet system standards.
- Fund raising activities should not result in any person with decision-making responsibilities, benefitting materially or financially from the activities, except for the winners of lotteries.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	FUND RAISING	
<i>Applicable Policy</i>	FUND RAISING	509
<hr/>		
<i>Board Approved: February 20, 2013 Reviewed: February 5, 2013 Review by: December 2018</i>		
<i>November 18, 2002 May 30, 2011</i>		

It is the policy of the Superior-Greenstone District School Board to permit and to encourage schools to enter into fund raising activities which enhance school programs and support school initiatives, subject to the guiding principles set forth under this policy.

PROCEDURES

1.0 Approvals and Communication

All fund raising activities will be approved by the principal.

Annually (no later than October 31 of the following year) the Principal will submit to School Council a School Fund raising Financial Report on actual school fund raising activities for the previous school year which will be prepared as required by section 2.3.

2.0 Accounting System

2.1 Bank Accounts

One central bank account , hereafter referred to as the School Fund Raising Bank Account, shall be established for school fund raising, including fund raising activities undertaken by student councils and school councils. However, when a school is required to have a separate account for lottery, as per licensing requirements through the municipal authority or the Alcohol & Gaming Commission of Ontario, a second school account is permitted.

All transactions (receipts and disbursements) shall be made through the School Fund Raising Bank Account.

All disbursements shall be made by cheque and all receipts shall be deposited intact. (i.e. disbursements must not be paid out of gross receipts for an event).

Funds shall be deposited as soon as possible after the event.

The Principal plus two other staff members shall be authorized to sign cheques drawn on the School Fund Raising account. The Superintendent of Business will also be set up as a signing officer on the account in order to facilitate access to the account for annual reporting.

For all bank accounts, two signatures shall be required, one being the Principal.

2.2 Bookkeeping Requirements

All schools must use the common software provided by the Board to create and maintain the school fund raising deposits, cheques, records and reports. The

current program in use is the SchoolCash.NET system, licensed from Kev Software Inc.

A standard chart of accounts will be supplied by the Accounting Services Department. Schools may add and delete categories, but may not add or delete the designated “umbrella categories”.

Receipts and disbursements must be processed in a timely manner.

Cheques must not be pre-signed.

Bank reconciliations must be prepared monthly, as required by the system and are to be reviewed and signed by the principal.

Schools must conform to the practices issued from time to time by the Accounting Services Department.

2.3 Reporting Requirements

In accordance with the Public Sector Accounting Board guidelines and Ministry directive, the results of all school fund raising activities must be included in the Board's annual consolidated financial statements.

The Year-End Rollover Procedures are to be completed as directed by the Accounting Services Department in accordance with Ministry reporting timelines.

The following reports must be approved and signed by the Principal, and submitted to the Manager of Accounting Services.

- Year End Reports as specified by the Accounting Services Department
- Copy of July Bank Reconciliation
- Copy of July and August Bank Statement

The Chair of the School Council will be granted access to fund raising records upon request and the Principal will make an annual report on school fund raising to the School Council and it will be posted publicly.

2.4 Records Retention

Copies of the year end reports and all supporting documentation (bank, deposit slips, cheque requisitions, invoices, bank statements and paid cheques) must be retained in the school for a period of seven years (current year plus six previous years) as required by the Income Tax Act.

3.0 Cancellations

In the event that an activity for which funds were raised is cancelled or is terminated, or an individual chooses to withdraw from an activity for which funds were raised, the following conditions will apply:

- 3.1 If the arrangements for the activity are under contract to a commercial organization (i.e. travel agency) the terms and conditions of the contract will apply to the school, parent organization, the participants and their parents or guardians.
- 3.2 Advance payments or deposits made by a student or parent toward the individual student's projected personal cost of participation will be refunded according to the following criteria:

- 3.2.1 The refundable portion will be calculated taking into account non-refundable deposits, cancellation fees, and any other non-recoverable expenses.
 - 3.2.2 No refund to a student or parent will be made if the advance payment or deposit is made through the proceeds of fund raising (sale of chocolate bars, oranges, magazines, tag days etc.).
- 3.3 In the event that an activity for which funds were raised through fund raising activities, (sale of chocolate bars, oranges, magazines, tag days, etc.), is cancelled or terminated, or a student who has participated in fund raising activities chooses to withdraw from the event, the proceeds from the fund raising events cannot be specifically targeted to a student but must be used to benefit the school for which the activity was planned.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	VOLUNTARY ABORIGINAL STUDENT SELF-IDENTIFICATION	527
<hr/>		
<i>Board Approved: February 20, 2013 April 25, 2006</i>	<i>Reviewed: February 5, 2013 May 1, 2012 September 26, 2011</i>	<i>Review By: December 2018</i>

POLICY

It is the policy of the Superior-Greenstone District School Board to provide the opportunity for all Aboriginal students and their parents and guardians to voluntarily self-identify as being First Nations, Metis, or Inuit.

RATIONALE

The Superior-Greenstone District School Board believes the learning aspirations and potentials of Aboriginal students can be realized through a responsive, transparent and accountable policy that focuses on improved programs and services and builds on strong partnerships with Aboriginal parents and guardians, and their communities.

It is essential to understand our student population and have accurate student achievement data within Superior-Greenstone District School Board to improve success for all students. In accordance with the Ministry of Education's Aboriginal Policy Framework, accurate student achievement data needs to be collected to assess progress towards the goals of improving Aboriginal student achievement and closing the gap in academic achievement between Aboriginal and non-Aboriginal students. Continued data collection and analysis will provide information for improvement planning and decision-making surrounding student success.

PROCEDURES

1.0 Implementation

- 1.1 Voluntary self-identification will be collected annually on Student Verification Forms for all elementary and secondary students enrolled with the Superior-Greenstone District School Board as of the 2005-2006 school year.
- 1.2 Voluntary self-identification will be collected on the Superior-Greenstone District School Board Registration Form for all new elementary and secondary students enrolled with the Board as of the 2006-2007 school year.

2.0 Guidelines

Programmes will be evaluated regularly based on their:

- Transparency
- Inclusion
- Innovation
- Learner-centeredness
- Equitability

- Responsiveness
- Collaboration
- Respect for individual privacy and dignity
- Results
- Acknowledgement and reflection of cultural diversity
- Contribution to the knowledge base through research

3.0 Accountability

- Provide high quality learning opportunities that are responsive, flexible and accessible to Aboriginal students
- Increase the retention rate of all students
- Increase the graduation rates of all students
- Ensure that all students are well prepared for participation in post-secondary studies and the world of work
- Promote effective, respectful working relationships and partnerships with Aboriginal parents and the general Aboriginal community

4.0 Data Collection, Storage, Access and Usage or Security Protocol

All data will be securely stored to respect privacy and used only as a means to enhance Aboriginal education programmes within the Superior-Greenstone District School Board.

- 4.1 Data will be treated in the same manner as Ontario Student Records and protected and governed by the Freedom of Information Act.
- 4.2 The information gathered will be shared with educational organizations (e.g. Ministry of Education, EQAO for the purpose of developing supportive programs.

5.0 Timeline

The data collected as a result of this policy will be evaluated on an annual basis and the results reported to the Superior-Greenstone District School Board First Nation Advisory Committee. The policy will be reviewed as required by the policy review committee of Superior-Greenstone District School Board for its effectiveness.