

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, January 15, 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				
RM. Joannette: Recorder							X				

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

1.0 Review and Approval of Minutes: November 6, 2012

(Attached)

Moved: D. Keenan

Second: C. Brown

That, the Board Policy Review Committee minutes of November 6, 2012 be approved.

2.0 Business Arising from Minutes

2.1 Deferred as per BPRC Minutes of November 6, 2012

P-303 Purchasing

(Attached)

C. Tsubouchi noted a change made in section 5.0, i.e., Competitive Procurement Threshold from \$750 to \$250.

Action: Forward to Board for approval on January 21, 2013

P-509 Fundraising

(Attached)

C. Tsubouchi reported on feedback received, i.e., a concern regarding the ownership of equipment purchased for schools through fundraising. Such equipment becomes the inventory of the board, as it is the legal entity, not the school. Equipment can only be moved out of school if a closure of a school is scheduled. In addition, there remains some ambiguity regarding the interpretation of the wording that the province suggests regarding beneficiaries of fundraising efforts, that is fundraising proceeds which may be directed to payment for volunteers recovery of cost. There is was also a question raised about the acceptability of the enlisting the services of a registered business entity whose proprietor may also be a SGDSB employee. The committee requested that clarification be sought from the regional office to ensure that policy language and practice employed is congruent.

Action: Policy will be deferred to next meeting, while C. Tsubouchi seeks clarification.

- MG-509 Fundraising (Attached)
C. Tsubouchi advised that the revision here is meant to add clarity regarding disbursements and deposit processes.
Action: Guideline will be deferred to next meeting so that the guideline and policy can be referred to board for approval in unison.

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

- 3.1 P-210 Student Trustee (Attached)
D. Tamblyn advised that both the policy and management guideline have been revised to amalgamate the references to Student Trustee Advisory Committee (STAC) and Student Senate. Reference to STAC has been eliminated in favour of calling the student group under one name being Student Senate. Several typographical errors were noted for correction

- MG 210 Student Trustee (Attached)
Action: Forward for Stakeholder review after the administration acquires definitive counsel regarding liability to the board should the direction to chaperone be eliminated (see notes under section 3.3 regarding Policy 208 Trustee/Student Trustee Attendance at Conferences)

3.2 Policies for Final Review (public review concluded January 7, 2013)

- P-508 Administration of Medication to Students (Attached)
Action: No feedback , no changes... Ok to forward to board for approval
MG-508 Administration of Medication to Students (New) (Attached)
Action: No feedback , no changes...Ok to forward to board for approval
P-534 Boil Water Advisory (Attached)
Action: No feedback , no changes...Ok to forward to board for approval

3.3 Policies Requiring Additional Review Time

- P-208 Trustee/Student Trustee Attendance at Conferences (D. Tamblyn)
D. Tamblyn indicated that the issue of chaperone for student trustee travel remains difficult to eliminate outright due to the liability that could be borne by the board both for possible contravention of code of conduct by a student and the possible perils posed to an unaccompanied student attending overnight, out-of-district events. Although costs associated with chaperone could be significantly reduced, should an incident occur there is potentially greater cost associated should injury or mishap be encountered by an unsupervised student.
P. McRae noted that it may be advisable to reiterate that the provision to have a adult trustee mentor assume the chaperone responsibility is an imperative. Trustee C. Brown advised that although she agrees with the concept, Trustees may well have work or other factors that preclude an automatic mentorship application.
Action: Policy will be deferred while administration acquires definitive counsel regarding liability to the board should the direction to chaperone be eliminated.
- P-302 Student Transportation by Staff or Other Volunteers (C. Tsubouchi)
MG-302 Student Transportation by Staff or Other Volunteers (NEW) (C. Tsubouchi)
Action: C. Tsubouchi requested a deferral, as she needs to consult with Student Success Leaders.

- P-414 Energy and Resource Conservation (NEW) (C. Tsubouchi)
 MG-414 Energy and Resource Conservation (NEW) (C. Tsubouchi)
Action: C. Tsubouchi requested a deferral, as she needs to consult further with
 Manager of Plant and the Plant Services Coordinator.
- P-523 Work Education Program Approvals (N. Petrick)
Action: N. Petrick requested a deferral to consult further with Principals and
 teachers regarding this issue.
- P-610 Prior Learning Assessment and Recognition for Mature Student (N. Petrick)
 MG-610 Prior Learning Assessment and Recognition for Mature Student (New) (N. Petrick)
Action: N. Petrick requested a deferral to consult further with Principals and
 teachers regarding this issue.

4.0 Policies for Stakeholder Review (January 16 to February 25, 2013)
 Nil

5.0 Policies for Board Approval on January 21, 2013 are:

- P-303 Purchasing
 P-508 Administration of Medication to Students
 MG-508 Administration of Medication to Students (New)
 P-534 Boil Water Advisory

6.0 2013 Meeting Schedule

February 5	September 10
March 5	October 1
April 2	November 5
May 7	

7.0 February 5th Meeting Work Plan

- P-208 Trustee/Student Trustee Attendance at Conference
 P-210 Student Trustee
 MG-210 Student Trustee
 P-302 Student Transportation by Staff or Other Volunteers
 MG-302 Student Transportation by Staff or Other Volunteers (NEW)
 P-414 Energy and Resource Conservation (NEW)
 MG-414 Energy and Resource Conservation (NEW)
 P-509 Fundraising
 MG-509 Fundraising
 P-523 Work Education Program Approvals
 P-527 Voluntary Aboriginal Student Self Identification
 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

8.0 Adjournment

Moved: C. Brown Second: D. Keenan
 That, the Board Policy Review Committee Meeting of January 15, 2013 adjourn at 7:35 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, November 6, 2012 @ 7:00 p.m.

MINUTES

<u>Members</u>	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					MacGregor Aaron (Student Trustee)			X		
Fisher, Cindy (Alternate)				X		Mannisto, Mark		X			
Fisher Matthew (Alternate)				X		Santerre, Angel		X			
Keenan, Darlene					X	Simonaitis, Fred		X			
						McRae, Pinky (Ex-Officio)		X			
<u>Administration Resource Members</u>							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education								X			
Cathy Tsubouchi: Superintendent of Business								X			
Marc Paris: Coordinator of Plant Services								X			
RM, Joannette: Recorder							X				

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

1.0 Review and Approval of Minutes: October 2, 2012 (Attached)

Moved: A. Santerre Second: M. Mannisto
That, the Board Policy Review Committee minutes of October 2, 2012 be approved.

2.0 Business Arising from Minutes

Student Trustee A. MacGregor inquired as to his absence on the roll call. This was an oversight and will be corrected for future meetings. In addition A. MacGregor also requested the Policy 208 and Policy 210 Management Guideline be added to the agenda. This addition results from discussions that transpired at the Regular Board Meeting on October 22, 2012, but were omitted in error on this agenda.

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

- | | | | |
|-----|-----------------|---|--------------------------|
| 3.1 | P-302
MG-302 | Student Transportation by Staff or Other Volunteers
Student Transportation by Staff or Other Volunteers (NEW)
C. Tsubouchi asked to defer these items because she needs to consult with the Student Success Leader and the OYAP Coordinator as well as OSBIE.
Action: Defer to BPRC Meeting of December 11/12. | (Attached)
(Attached) |
| | P-508
MG-508 | Administration of Medication to Students
Administration of Medication to Student (NEW)
It was reported that this policy has been broken down to incorporate a significant portion of the policy into a management guideline. As policies are submitted for review, there is an effort being made to articulate policies succinctly and move the guidelines/procedures into self-contained documents. A major portion of P-508 was composed of such a guideline and this advice is now contained as a MG 508.
Action: Post P508 and MG for stakeholder review concluding January 7, 2012 | (Attached)
(Attached) |
| | P-534 | Boil Water Advisory | (Attached) |

	<u>Action:</u> No changes, post for stakeholder review concluding January 7, 3012	
P-610	Prior Learning Assessment and Recognition for Mature Student	(Attached)
MG 610	Prior Learning Assessment and Recognition for Mature Students (NEW) This policy has undergone the same revisions as Policy 508, i.e., the item has been broken down to include a self-contained management guideline.	(Attached)
	<u>Action:</u> Change reference from Ontario Secondary Schools, Grade 9-12 Program to read: Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2011, (Section 7.2.5.2) and post for stakeholder review concluding January 7, 3012	
P-523	Work Education Program Approvals N. Petrick requested a deferral on this policy as this requires a revision to incorporate significant content into a management guideline format. As well, the reference to funding amount (Section 2.0) is subject to change based on enrolment .	(Attached)
	<u>Action:</u> Defer to January 15/12	
P-611	Copyright Policy Statement (NEW) C. Tsubouchi noted that the development of this policy was reported at the October 22, 2012 Regular Board Meeting whereby the Fair Dealing Guidelines were negotiated and would see educational institution copyright permission cost greatly reduced but only if approved in policy by the end of November. The OPSBA advises that adoption of policy as per the terms outline in the Fair Deal Guidelines is obligatory and is not open for public feedback.	(Attached)
	<u>Action:</u> Forward to November 19 th Board Meeting for approval as developed so as to be subject to reduced copyright levies. OPSBA has negotiated copyright terms directly with print businesses and to be eligible	
P-414	Energy and Resource Conservation (NEW)	(Attached)
MG-414	Energy and Resource Conservation (NEW) Coordinator of Plant Services Marc Paris provided background on the development of this policy noting that it addresses requirement of the Boards Operational Review of 2010 done by the Ministry. It also fulfills the boards responsibility related to the Ontario Commitment to the Green Energy Act. It is a comprehensive policy and guideline which is not obligatory under the Occupational Health and Safety Act, however it does allow plant and maintenance to reference specific information on temperature levels that are comfortable ranges for students and staff using board buildings.	(Attached)
	<u>Action:</u> Post for stakeholder review concluding January 7, 3012	
P-208	Trustee/Student Trustee Attendance at Conference A. MacGregor requested that section 2.2 and 2.3 be deleted from the policy. He suggests that the deletion would better align with the board's Strategic Priorities because the requirement for a chaperone to attend with travelling student trustees is a serious drain on the funding that is allocated to trustee professional development C. Tsubouchi, M. Mannisto, C. Brown, F. Simonaitis and P. McRae expressed reservations about revising until it is confirmed that the board would not incur any liability for a potential mishap suffered by a unattended student trustee on board business.	(Attached)
	<u>Action:</u> For December 11, 2012 BPRC it is requested that:	
	a) A. MacGregor provide	
	i) a copy of the code of conduct for Student Trustees under which the OSTA Conference is run	
	ii) supply copy of Letter of Support issued from OPSBA for the OSTA Conference	
	b) Board Administration will	
	i) check with the board lawyer and with OSBIE on the issue of liability	
	ii) provide two samples from other boards' policy on this subject be	

- included for review
- MG-210 Student Trustee (Attached)
A. MacGregor requested that section 8.3 be deleted for same reason as noted in section above pertaining to P 208 and its MG.
- 3.2 Policies for Final Review (public review concluded October 31, 2012)
- P-303 Purchasing
C. Tsubouchi requested a deferral to December 11/12 meetings as there is still public feedback to be collated.
Action: Defer to December 11/12
- P-522 Scholarships and Trust Funds
- MG-522 Scholarships and Trust Funds
Action: Submit to Board for approval on November 19/12
- P-528 Parental Involvement Committee
Action: Submit to Board for approval on November 19/12
- P-529 Announcements and Advertisements in Schools
Action: Submit to Board for approval on November 19/12
- P-902 Accidents
Action: Submit to Board for approval on November 19/12
- 4.0 **Items to Publish for Stakeholder Review** (November 7 through January 7, 2013)
- 4.1 P-508 Administration of Medication to Students
MG-508 Administration of Medication to Student (NEW)
P-534 Boil Water Advisory
P-610 Prior Learning Assessment and Recognition for Mature Student
MG 610 Prior Learning Assessment and Recognition for Mature Students (NEW)
P-414 Energy and Resource Conservation (NEW)
MG-414 Energy and Resource Conservation (NEW)
- 5.0 **Items Recommended for Board Approval** (November 19, 2012)
- 5.1 P-522 Scholarships and Trust Funds
MG-522 Scholarships and Trust Funds
P-528 Parental Involvement Committee
P-529 Announcements and Advertisements in Schools
P-902 Accidents
P-611 Copyright Policy Statement
- 6.0 **Meeting Work Plan**
- 6.1 December 11, 2012
- P-208 Trustee/Student Trustee Attendance at Conference
MG 210 Student Trustee
P-302 Student Transportation by Staff or Other Volunteers
MG-302 Student Transportation by Staff or Other Volunteers (NEW)
P-303 Purchasing
P-509 Fundraising (Moved from Nov 6/12 –feedback under review)
MG-509 Fundraising (Moved from Nov 6/12 –feedback under review)
- 6.2 January 15, 2013
- P-523 Work Education Program Approvals (Moved from Mar 26/12)
MG-520 Safe School Code of Conduct Police & School Protocol
P-527 Voluntary Aboriginal Student Self Identification
P609 Prior Learning Assessment and Recognition
MG 609 Prior Learning Assessment and Recognition (NEW)

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: F. Simonaitis

*That, the Board Policy Review Committee Meeting of November 6, 2012 adjourn
at 7:31 p.m.*

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, October 2, 2012 @ 7:00 p.m.

MINUTES

<u>Trustees</u>	Attendance: 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	MacGregor, Aaron (Student Trustee)		X			
Fisher, Cindy (Alternate)				X		Mannisto, Mark		X			
Fisher, Matthew (Alternate)				X		Santerre, Angel		X			
Keenan, Darlene		X				Simonaitis, Fred					X
						McRae, Pinky (Ex-Officio)		X			
<u>Administration Resource Members</u>							OS	TC	VC	A	R
Tamblyn, David: Director of Education							X				
Petrick, Nancy: Superintendent of Business								X			
Tsubouchi, Cathy: Superintendent of Business							X				
Joanette, Rose-Marie: Administrative Assistant											X

<p>Legend: P = Policy MG = Management Guideline PG = Procedural Guideline</p>
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Note: BPRC Chairperson sent her regrets for attendance at the meeting, whereupon Trustee D. Keenan agreed to attend to this responsibility for the evening's event.

Nancy Petrick joined the meeting at 7:15 p.m.

1.0 Review and Approval of Minutes: September 4, 2012

Mover: M Mannisto

Second: A Santerre

That, the Board Policy Review Committee minutes of September 4, 2012 be approved.

2.0 Business Arising from Minutes

2.1 September 4, 2012 Minutes: Item 2,3

P-307 Travel, Meals and Hospitality

[*\(Attached\)*](#)

MG-307 Travel, Meals and Hospitality

[*\(Attached\)*](#)

C. Tsubouchi discussed issues raised from stakeholder comments and changes that were incorporated into the policy. Further discussion ensued regarding those comments and the following amendments were added to the policy presented:

- Item 5.2 insert "and/or" before "boarding pass"
- Item 2.7 kilometric rates to remain at current rates of 52 cents up to 5,000 km and 46 cents thereafter

Action: Forward to October 22, 2012 Board for approval.

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

3.1 October 2, 2012 Policies for Final Review

P-215 Trustee Honourarium (Appendix)

[*\(Attached\)*](#)

C. Tsubouchi explained corrections to Appendix due to amendments to O. Reg 357/06. Rates are frozen as of April 1, 2012. CPI would only be applied to offset the impact of declining enrolment until April 1, 2014 when the freeze is lifted.

Moved: M Mannisto Second: A Santerre

It is recommended that Administration be directed to update the Appendix to Policy 215 to reflect amendments to Ontario Regulation 357/06

3.1 Policies for Final Review (public review concluded September 26, 2012)

- P-303 Purchasing [\(Attached\)](#)
C. Tsubouchi explained the need to identify use of petty cash for small purchases in the policy. It was never the intent of previous revision to remove use of petty cash. Use of purchase orders for small purchases is time consuming and inefficient for the schools. There was discussion of the dollar amount and the amount was amended to \$250.
Action: Post for stakeholder review concluding October 31, 2012.

4.0 Items to Publish for Stakeholder Review

- 4.1 P-303 Purchasing

5.0 Items Recommended for Board Approval on October 22, 2012 are:

- 5.1 P-307 Travel, Meals and Hospitality
MG-307 Travel, Meals and Hospitality

6.0 Work Plan for 2012 Meetings

6.1 November 6, 2012

- P-302 Student Transportation by Staff or Other Volunteers
P-508 Administration of Medication to Students
P-534 Boil Water Advisory
P-610 Prior Learning Assessment and Recognition for Mature Student
P-523 Work Education Program Approvals (*Moved from Mar 26/12*)
P-527 Voluntary Aboriginal Student Self Identification (*Moved from Sept 4/12*)

6.1.2 Review Concludes October 31, 2012

- P-509 Fund Raising
MG-509 Fund Raising
P-522 Scholarships and Trust Funds
MG-522 Scholarships and Trust Funds
P-528 Parental Involvement Committee
P-529 Announcements and Advertisement in Schools
P-902 Accidents

6.1.3 September 4/12 Minutes: Item 2.1

Deferred to January 2013 Meeting:

- 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

Mover: M Mannisto Second: A Santerre
That, the Board Policy Review Committee Meeting of October 2, 2012 adjourn at 7:55 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name TRAVEL, MEALS, and HOSPITALITY EXPENDITURES 307

<i>Board Approved:</i>	<i>Reviewed:</i>	
October 18, 2011	September 2, 2012	
March 31, 2007	September 26, 2011	<i>Review Prior To: December 2016</i>
October 1, 2008	September 22, 2008	

POLICY

It is the policy of Superior-Greenstone District School Board to reimburse trustees, employees and others for costs incurred while on approved Board business.

DEFINITIONS:

The term “others” refers to student trustees, appointed non-trustee members of board committees and school council members.

The term “appointed non-trustee members of board committees” refers to individuals appointed by the Board to the following Superior-Greenstone District School Board Committees: Audit Committee, Native Advisory Committee (NEAC), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC).

RATIONALE:

The Superior-Greenstone District School Board recognizes that trustees, employees and others may incur costs while traveling on Board business.

Trustees, employees and others traveling on board business do so under the expectation that any expenses incurred are associated with the person’s duties, support the board’s overall objectives and maximize the benefits to the organization.

As a designated Broader Public Sector (BPS) organization, the Board will ensure that it complies with specific guidelines or directives designed for the Broader Public Sector.

<u>Cross Reference</u>	<u>Legal/Ministry Reference</u>
<ul style="list-style-type: none">• Policy 306 – Corporate Credit Cards	<ul style="list-style-type: none">• BPS Accountability Act, 2010• BPS Expenses Directive

Section	BUSINESS AND TRANSPORTATION		
Management Guideline	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES		
Applicable Policy	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES		307
Board Approved:	<u> </u> October 18, 2011	Reviewed: September 2, 2012 September 26, 2011	Review by: December 2016

The Board will reimburse trustees, employees, student trustees, appointed non-trustee members of board committees and school council members for expenses incurred in carrying out their duties as follows:

1.1 The most economical and practical mode of transportation (such as sharing vehicles, obtaining reduced air fares, etc.) should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available. Approving authorities may limit reimbursement amounts where this practice has not been followed.

2.0 Use of Personal Vehicle

The same applies when returning from last call.

2.4 The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including but not limited to fuel, oil, insurance, deductible, depreciation and repairs.

2.5 It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.

2.6 Where appropriate the board encourages car pooling. Approving authorities may limit reimbursement amounts where this practice has not been followed.

2.7 The kilometric rates for travel commencing October 1, 2012 are:

52 cents per kilometre for the first 5,000 km in a school year

46 cents per kilometre for travel in excess of 5,000 km in a school year

3.0 Meal Reimbursement

3.1 The board will reimburse the actual meal costs incurred supported by original receipts (including taxes and gratuities) to the maximum limits as follows:

\$10.00 for breakfast

\$15.00 for lunch

\$40.00 for dinner

3.2 The meal allowances are not cumulative. For example, you cannot skip breakfast and submit a lunch expense of \$25.00.

3.3 The Board acknowledges that gratuities are a valid cost in some restaurants. Meals will be reimbursed based upon actual costs, including a gratuity not to exceed 15%, up to the maximum allowed for the specific meal.

3.4 Meals cannot be claimed in situations where the meal is provided at no expense to the traveler.

3.5 If using a Corporate Credit Card, claimants will be responsible for reimbursing the Board for overages on meal maximum rates.

4.0 Hospitality

4.1 The Board will reimburse the Director of Education, Superintendent of Education or Superintendent of Business for hospitality expenses incurred in carrying out their duties.

4.2 Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at board expense to persons not employed by the board.

4.3 Claims for hospitality expenses must outline the purpose of the hospitality and be accompanied by the names of the individuals entertained and their role.

5.0 Expense Account Submission

5.1 Personal expense claims must be submitted using the Board Expense Form F01-003.

5.2 When submitting an expense claim, the purpose of the trip must clearly be stated and copy of the itinerary and/or boarding pass must accompany the claim.

5.3 Generally expense account submissions should only cover costs incurred by the person submitting the expense account. However, on occasion it may be more efficient for one person to submit expenses for others, provided they would otherwise be covered by this policy. In these situations the names of all persons must be clearly identified on the receipt.

5.4 All claims must be signed by the person submitting the expenses and supported by original receipts. Credit/Debit card receipts are not acceptable when they do not contain sufficient detail to meet audit requirements.

5.5 With respect to the above requirement for original receipts (section 5.4), where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the Superintendent of Business.

5.6 Claims must be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than one month after the end of the month in which they were incurred.

5.7 Cash advances are available; however, they are to address unusual circumstances and must be approved by the Director of Education or designate.

6.0 Authorized Travel

6.1 Director of Education

Travel to meeting and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board on the business of the Board within Ontario and within Canada is deemed to be authorized. Travel outside of Canada must be authorized by the Board.

6.2 Superintendents

Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the Director of Education.

6.3 Principals, Vice-Principals, Managers, Coordinators and System Leads

Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the appropriate Superintendent.

6.4 Employees Required to Travel Inside System

A number of employees are required to travel within the system on a regular basis to carry out their normal duties (computer technicians, maintenance personnel, special assignment teachers, etc.)

It is the responsibility of the appropriate Superintendent or designate to authorize travel.

6.5 Other Individuals Not Employed by the Board

To be eligible for reimbursement, travel by other individuals must be on Board or school business and be preauthorized by the Board, Director of Education, Superintendent, Principal or Manager.

7.0 Approval Process

7.1 All expense accounts must be approved by the employee's immediate supervisor. This will typically be the person responsible for the budget code the expenses will be charged against.

7.2 Trustee and student trustee expenses will be approved by the Chair of the Board or a designated senior official of the Board.

7.3 The Chair of the Board's expenses will be approved by a designated senior official of the board other than the Director of Education.

7.4 The Director of Education's expenses will be approved by the Chair of the Board.

7.5 All other employees will have their immediate supervisor approve expenses.

7.6 Appointed non-trustee members' of board committees and school council members' expenses will be approved by a Superintendent of the Board.

8.0 Expenses Not Covered

The following is a list of ineligible expenses the board would deem to be inappropriate:

- Movies (in room or theatre)
- Charges for use of recreational facilities
- Alcoholic beverages
- Gifts for staff
- Admission fees for social activities or events
- Traffic violation including parking tickets
- Mini-bar snacks
- Charges incurred by family members
- Travel between home and the employee's work site

9.0 Expenses Covered

9.1 The following is a list of eligible expenses the board would deem to be appropriate:

- Hotel room charges (standard room)
- Meals including taxes and gratuities to the maximums outlined
- Business telephone calls
- Taxi costs
- Necessary parking fees
- Airline tickets
- Automobile kilometrage
- Supervisor approved car rentals
- Conference / workshop fees

9.2 Internet access in hotels will be considered an eligible expense for Administration and Trustees only. All other staff will require the prior approval of the Director or appropriate Superintendent.

10.0 Expense Review Process

10.1 The person submitting the expense claim for approval is responsible for ensuring adherence to this policy.

10.2 Supervisors that sign off on an expense account are certifying the travel has taken place with the proper authorization. They should satisfy themselves that the receipts are valid and the expense account complies with this policy.

10.3 The Accounting Services Department will review the expense receipts prior to processing. Any expense claims that do not follow this policy will be returned in their entirety.

10.4 The Manager of Accounting Services or designate will review expense claims prior to payment.

10.5 The Superintendent of Business will conduct a periodic review of expense accounts paid. The results of this audit will be reported to the Audit Committee.

11.0 Consultants and Other Contractors

11.1 Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

11.2 Consultants and other contractors may be reimbursed for travel and accommodation only if these provisions are included in the contract.

12.0 Perquisites (Perks)

12.1 The term perquisite, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others. A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.

12.2 The following perquisites are not allowed under any circumstance:

- club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
- seasons tickets to cultural or sporting events
- clothing allowances not related to health and safety or special job requirements
- access to private health clinics – medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans
- professional advisory services for personal matters, such as tax or estate planning

These privileges cannot be provided by any means, including:

- an offer of employment letter, as a promise of a benefit,
- an employment contract, or
- a reimbursement of an expense.

12.3 Perquisites that are not related to business requirements are not allowed.

12.4 The Superior-Greenstone District School Board will retain expense claims with supporting documentation for 7 years. A perquisite is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job. Allowable perquisite approval levels:

Employee	Approval Level
Director of Education	Chair of the Board
All other employees	Director of Education

12.5 Summary information about allowable perquisites will be made publicly available. This summary information should be made available on an annual basis. Personal information will not be provided.

<u>Cross Reference</u>	<u>Legal/Ministry Reference</u>
<ul style="list-style-type: none">• Policy 306 – Corporate Credit Cards	<ul style="list-style-type: none">• BPS Accountability Act, 2010• BPS Expenses Directive

Reference	Trustee Honorarium Calculation	Effective Dec. 1/2010	Effective Dec. 1/2011	Effective Dec. 1/2012*	Effective Dec. 1/2013*	Effective Apr. 1/2014***	Comments
5 (1)	BASE	5,900	5,900	5,915	5,934	6,278	*CPI limited to amount of decrease due to declining enrolment
5 (3)	CHAIR ALLOWANCE	5,000	5,000	5,000	5,000	5,000	
5 (4)	VICE CHAIR ALLOWANCE	2,500	2,500	2,500	2,500	2,500	
6 (2) 1.	ENROLMENT for Trustee	394	369	354	335	335	
	ENROLMENT Calculation for Trustee: Day School Average Daily Enrolment X Amount / Number of Members = Calculated Amount	1,800.75 1.75 8 394	1,687.50 1.75 8 369	1,617.75 1.75 8 354	1,531.26 1.75 8 335	1,531.26 1.75 8 335	Enrolment to be recalculated annually
6 (3) 1.	ENROLMENT for CHAIR	500	500	500	500	500	
	ENROLMENT Calculation for CHAIR: Day School Average Daily Enrolment X Amount Calculated Amount Minimum Maximum	1,800.75 0.05 90.04 500 5,000	1,687.50 0.05 84.38 500 5,000	1,617.75 0.05 80.89 500 5,000	1,531.26 0.05 76.56 500 5,000	1,531.26 0.05 76.56 500 5,000	Enrolment to be recalculated annually
6 (4) 1.	ENROLMENT for VICE CHAIR	250	250	250	250	250	
	ENROLMENT Calculation for VICE CHAIR: Day School Average Daily Enrolment X Amount Calculated Amount Minimum Maximum	1,800.75 0.025 45.02 250 2,500	1,687.50 0.025 42.19 250 2,500	1,617.75 0.025 40.44 250 2,500	1,531.26 0.025 38.28 250 2,500	1,531.26 0.025 38.28 250 2,500	Enrolment to be recalculated annually
SUMMARY	CHAIR	11,400	11,400	11,400	11,400	11,778	***Base amounts will be adjusted for CPI beginning April 1, 2014.
	VICE CHAIR	8,650	8,650	8,650	8,650	9,028	
	TRUSTEE	6,294	6,269	6,269	6,269	6,613	
	Future Year Adjustments			Adjusted for Enrolment Changes	Adjusted for Enrolment Changes	Adjusted for Enrolment Changes	
7 (1)	ATTENDANCE	Maximum of \$50.00 per committee meeting required by ACT or regulation					Time Card to be submitted
8 (1)	DISTANCE	Maximum of \$50.00 per committee meeting required by ACT or Regulation. Distance between member's residence and place of meeting is more than 200 km					Time Card to be submitted

** Student Trustee Honorarium outlined in Policy 210: Student Trustee

*Legal Counsel for the Ontario Public School Boards' Association (OPSBA) has advised that the effect of the *Public Sector Compensation Restraint to Protect Public Services Act (2010)* is to defer the application of the Consumer Price Index (CPI) adjustment until after March 31, 2012. Per Board resolution 175/10, CPI increases were made applicable effective September 1, 2012.
Base amount = \$5,900.00 x (Ontario CPI June 2010 / Ontario CPI July 2006) = \$5,900.00 x (116.0 / 109.0) = \$6,278

On April 1, 2012, O. Reg. 357/06 was amended by the Minister to maintain the limits on trustee remuneration until March 31, 2014. Until April 1, 2014, CPI increases are limited to the decrease due to declining enrolment.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name PURCHASING

303

Board Approved: October 18, 2011
June 22, 2010
May 18, 2010
Sept. 7, 2004

Reviewed: September 26, 2011
May 31, 2010
April 26, 2010
March 20, 2007

Review Before: December 2016

POLICY

Superior-Greenstone District School Board's goal when buying goods and services is to obtain maximum value for public funds expended in a manner consistent with publicly acceptable purchasing practices while meeting the educational needs of the system.

PROCEDURES

1.0 Definitions

The following definitions are understood to apply:

- a) Request for Quotation (RFQ): A Request for Quotation is an offer to execute work or supply goods when specifics are known and determined (used for smaller dollar requirements).
- b) Request for Proposal (RFP): A Request for Proposal is a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. The RFP uses predefined evaluation criteria, in which price is not the only factor.
- c) Request for Tender (RFT): A Request for Tender is a document used to request supplier responses to supply goods or services based on specific delivery requirements, performance specifications and terms and conditions. The RFT evaluation criteria are predominantly price and delivery requirements.

2.0 Supply Chain Code of Ethics

All employees involved with supply chain-related activities must conduct themselves in accordance with the Ontario Broader Public Sector Supply Chain Code of Ethics, attached as Appendix A.

3.0 Broader Public Sector (BPS) Procurement Directive

The Board will abide by and adhere to the Ontario Broader Public Sector Procurement Directive, attached as Appendix B.

4.0 Authorization to Purchase Goods & Services

Authorization to purchase goods and services in accordance with this policy is granted by the Board to Administration within the limits of the approved budgets and in accordance with the Approval Authority Schedule as set out below.

In the event that budgets have not been approved by the Board prior to the commencement of a fiscal year, the Administration is authorized to make only those purchases which are necessary for the continuation of existing programs and services.

Approval Authority Schedule

Position Title	Purchase Limit
Board of Trustees approval required	Over \$500,000
Director of Education and Superintendent of Business	\$500,000
Plant Services Manager	\$100,000
Accounting Services Manager, Coordinator of IT,	\$50,000
Principal	\$5,000

5.0 Competitive Procurement Thresholds

The purchasing process which must be used is determined by the total value of goods and services to be purchased. In the case of a multi-year lease or contract, the total payments over the life of the lease or contract including extensions shall be used to determine the total value.

It is not acceptable to break a single purchase into multiple purchases in order to reduce the estimated dollar value of the purchase and to avoid the dollar limits indicated below.

For Goods and Non-Consulting Services	
Total Purchase Amount	Purchasing Process to be Used
Less than \$250	Purchases amounting to not more than \$250 may be made by Petty Cash, Cheque Request or Purchase order. Competitive quotations are not required; however, reasonable effort must be made to ensure the best value for the Board.
More than \$250 but less than \$5,000	Purchases amounting to more than \$250 but less than \$5,000 will be made by purchase order processed directly by the department manager, school principal or designate. Competitive quotations are not required; however, reasonable effort must be made to ensure the best value for the Board.
More than \$5,000 but less than \$100,000	Purchases amounting to more than \$5,000 but less than \$100,000 will be made by purchase order after obtaining at least 3 written quotes (where possible).
\$100,000 and more	Purchases of \$100,000 or more will be made by Tender/RFP/RFP issued by the department responsible. Supporting documentation will be held on file by the department.

For Consulting Services	
Total Purchase Amount	Purchasing Process to be Used
Less than \$100,000	Where possible, at least 2 written proposals are to be obtained from consultants clearly stating contract amount and service description prior to submitting a purchase order for approval. Supporting documentation must be attached to the purchase order or contract.
\$100,000 and more	Formal requests for proposals are to be issued by the department on an open competitive basis. Supporting documentation will be held on file in the department.

Note: Consulting services are defined as “the provision of expertise or strategic advice that is presented for consideration and decision making.” Consulting services for the purpose of this policy excludes services that are required by legislation or regulation to be provided by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries.

6.0 Non-Authorized Purchases

Goods purchased in the name of the Superior-Greenstone District School Board without authorization by purchase order or other approval may be considered an obligation of the individual and not an obligation of the Board.

The Superintendent of Business has authorized the following exceptions to the requirement for a purchase order: regular utility payments, hotel accommodations, catering, groceries and purchases through Petty Cash.

7.0 Purchases for Personal Use

Items for personal use of employees may not be purchased through the Board.

8.0 Exceptions

The Superintendent of Business shall be permitted discretion in the application of item ~~40.0~~ 5.0 above, if:

- a) The preferred number of competitive bids cannot be obtained, or,
- b) It is more appropriate to purchase a particular make or model or brand to ensure compatibility with existing equipment and/or procedures, or,
- c) It is more appropriate to deal with a particular supplier for reasons of service or delivery.

9.0 Tender Opening

Each tender shall be opened by the department manager in the presence of two (2) Board representatives. In most cases, the representatives will be Board Administrators.

Alternate arrangements for opening tenders may be approved by the Superintendent of Business, but must be outlined in the tender document.

10.0 Release of Tender Information

In all cases, information on a successful tender shall only be made available upon request from a supplier who had submitted a written, competitive bid for the item(s) in question.

11.0 Staff: Gifts and Gratuities

No Board employee connected either directly or indirectly with the purchasing function shall accept any gift, gratuity or any other complimentary gesture from a supplier or potential supplier to the Board.

12.0 Co-operative Purchasing

Co-operative purchasing agreements may be entered into with other public bodies with the written approval of the Superintendent of Business. In such cases, the pricing obtained by other public bodies will be accepted and there will not be any further requirement to solicit independent pricing quotations or tenders.

13.0 Superintendent of Business

Any questions regarding this policy should be directed to the Superintendent of Business.

Ontario Broader Public Sector (BPS)
Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable BPS supply chain.

1. *Personal Integrity and Professionalism*

Individuals involved with Supply Chain activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. *Accountability and Transparency*

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. *Compliance and Continuous Improvement*

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Ontario Broader Public Sector
Procurement Directive

Go to Ontario Broader Public Sector Procurement Directive

A detailed description of all the above requirements is found in the Supply Chain Guideline, issued by Ontario Ministry of Finance:

<http://www.fin.gov.on.ca/en/ontariobuys/documents/scg.html>

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Policy Name</i>	STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS	302

<i>Board Approved:</i>	<i>Reviewed:</i>	<i>November 6, 2012</i>	<i>Review By:</i>	<i>December 2017</i>
<i>March 12, 1999</i>	<i>September 22, 2008</i>	<i>March 21, 2006</i>	<i>December 2013</i>	
<i>October 21, 2008</i>	<i>October 28, 2002</i>			

POLICY

The Superior-Greenstone District School Board encourages staff to hire licensed carriers to transport students to school board approved functions such as co-curricular and extra curricular activities.

Where this is cost prohibitive due to the number of students to be transported or the distance involved, the use of volunteer drivers, rental vehicles or private vehicles may be considered.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Management Guideline</i>	STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS	
<i>Applicable Policy</i>	STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS	302
<hr/>		
<i>Board Approved:</i> _____	<i>Reviewed:</i> November 6, 2012	<i>Review By:</i> December 2017

The Superior-Greenstone District School Board encourages staff to hire licensed carriers to transport students to school board approved functions such as co-curricular and extracurricular activities.

Where this is cost prohibitive due to the number of students to be transported or the distance involved, the use of volunteer drivers, rental vehicles or private vehicles may be considered.

PROCEDURES

1.0 Principal's Responsibility

When volunteer drivers (staff, parents or other volunteers – *volunteer is NOT a student registered in secondary school*) are utilized to provide transportation for students the school principal is responsible for ensuring the following:

- 1.1 The appropriate ***Trip Driver Form*** is completed prior to the commencement of the trip.
- 1.2 The driver(s) are in possession of a valid driver's license appropriate for the vehicle. See Section 3.0 - "Licensing Requirements For School Purpose Vehicles".
- 1.3 The owner of the vehicle being operated on school board business carry adequate limits of liability insurance. See Section 2.0 - "Insurance Coverage".
- 1.4 Vehicles being rented by school staff are contracted in the name of the school board.
- 1.5 The full insurance coverage offered by the rental company is to be purchased (liability, collision and comprehensive).
- 1.6 That if students are being transported in a private vehicle that such transport is in accordance with the legislation of *Bill 73: An Act to Enhance the Safety of Children and Youth on Ontario's Roads*, which requires pre-schoolers and primary grade-age children to be buckled up in the appropriate child car seat, including booster seats. A child can start using a seatbelt alone once *any one* of the following criteria is met:
 - i) the child turns eight years old;
 - ii) the child weighs 36 kg (80 lbs); or,
 - iii) the child is 145 cm (4 feet 9 inches) tall

2.0 Insurance Coverage

The owner of the vehicle is required by the board to provide a MINIMUM liability insurance of \$1,000,000.00.

If a personal vehicle is used regularly to transport students, then the vehicle owner is advised to notify his or her agent, broker or insurer and request a rider be added to the policy to extend coverage.

In addition to the owner's insurance the Board carries NON-OWNED AUTOMOBILE LIABILITY insurance, which is designed to provide coverage in excess of the vehicle owners' insurance carried on the vehicle while being used or operated on board business.

The INSURANCE ACT stipulates that the vehicle owner's insurance is primary to any non-owned automobile liability insurance policy.

3.0 Licensing Requirements for School Purpose Vehicles

Seating capacity is the key determinant, not the number of passengers actually being carried. Vehicles are divided into three categories based on the vehicle seating capacity:

3.1 Five (5) passenger seats plus the driver

- Driver is required to carry a valid driver's license with a "G" class.

3.2 Six (6) to Nine (9) passenger seats plus the driver

- Driver must carry a valid driver's license with a "G" class;
- Vehicle must have safety inspection stickers, carry a logbook and conform to Regulation 611 of the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board or operated under contract with the board. A vehicle is considered under contract if compensation is paid for the service. Compensation is defined as any rate, remuneration, reimbursement or reward of any kind paid, payable or promised or received or demanded, directly or indirectly.

If no remuneration is paid Regulation 611 of the Highway Traffic Act does not apply.

3.3 Ten (10) to Twenty-four (24) passenger seats plus the driver

- Driver must carry a valid driver's license with an "E" class;
- Vehicle must meet all of the "school purpose bus" regulations under the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board.

For vehicles provided with no payment for the occasional transportation of students a class "F" license is required if the vehicle has the capacity to carry more than 11 passengers and the vehicle need not meet the "school purpose bus" regulations under the Highway Traffic Act.

Highway Traffic Act Regulations are very stringent and violation of these regulations could result in a fine, license suspension or such other penalty as permitted by the Highway Traffic Act.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name ADMINISTRATION OF MEDICATION TO STUDENTS

508

Board Approved:

October 20, 2008
April 24, 2006
March 12, 1999

Reviewed:

April 18, 2006
September 22, 2008
September 7, 2004

Review By: December 2017
December 2013

POLICY

The Superior-Greenstone District School Board is prepared to offer support and assistance, when practical, to administer to the health needs of individual students. This policy does addresses the situation where medication is required on an on-going basis during school hours. This policy does not address emergency situations.

PROCEDURES

1.0 Responsibility

1.1 The administration of prescription and/or non-prescription medication to a student is the responsibility of the student and his/her parent(s).

1.2 It is the responsibility of the student and his/her parent(s) to ensure the medication is not expired.

1.3 It is the responsibility of the student and/or his/her parent(s) to pick up any unused medication at the end of the school year, or it will be properly disposed of by the school principal and/or his/her designate.

2.0 School Assistance

To assist in achieving as normal an educational experience as possible for students with medical needs, the Board will allow its schools to provide assistance with the administration of medication.

3.0 Voluntary Participation

It is the policy of the Board to support the voluntary participation of school staff within established guidelines and procedures.

4.0 Emergencies

This policy does not address emergency situations.

5.0 On-going Need

This policy does address the situation where medication is required on an on-going basis during school hours.

~~6.0 Ultimate Goal~~

~~The desired goal in all cases is to achieve a situation where the student assumes responsibility for his/her medical needs. With this goal in mind, it is anticipated that the need for assistance of this type will be limited to students in the elementary schools.~~

~~7.0 Procedures~~

~~Procedures for the administration of medication during school hours will only be adopted when all of the following requirements exist:~~

- ~~a) A parent requests such assistance by submitting both:
 - ~~• Form S19-001 Parental Request for Administration of Oral Medication at School,~~
 - ~~• Form S19-002 Parent Authorization for Administration of Oral Medication,~~~~
- ~~b) A licensed physician authorizes such measures, by submitting:
 - ~~• Form S19-003 Physician's Authorization for Administration of Oral Medication at School.~~~~
- ~~c) The required medication is provided to the school within the requirements outlined in above named forms.~~

~~8.0 Duration~~

~~The procedures, when adopted, shall be of the shortest duration practical.~~

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	ADMINISTRATION OF MEDICATION TO STUDENTS	
<i>Applicable Policy</i>	ADMINISTRATION OF MEDICATION TO STUDENTS	508

| *Board Approved:* _____ | *Reviewed:* November 6, 2012 | *Review By:* December 2017 |

PROCEDURES

This policy does addresses the situation where medication is required on an on-going basis during school hours. This policy does not address emergency situations.

1.0 Responsibility

- 1.1 The administration of prescription and/or non-prescription medication to a student is the responsibility of the student and his/her parent(s).
- 1.2 It is the responsibility of the student and his/her parent(s) to ensure the medication is not expired.
- 1.3 It is the responsibility of the student and/or his/her parent(s) to pick up any unused medication at the end of the school year, or it will be properly disposed of by the school principal and/or his/her designate.

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This policy does not address emergency situations.

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This policy does address the situation where medication is required on an on-going basis during school hours.

6.0 Ultimate Goal

The desired goal in all cases is to achieve a situation where the student assumes responsibility for his/her medical needs. With this goal in mind, it is anticipated that the need for assistance of this type will be limited to students in the elementary schools.

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Procedures for the administration of medication during school hours will only be adopted when all of the following requirements exist:

- a) A parent requests such assistance by submitting both:
 - Form S19-001 Parental Request for Administration of Oral Medication at School,
 - Form S19-002 Parent Authorization for Administration of Oral Medication,
- b) A licensed physician authorizes such measures, by submitting:
 - Form S19-003 Physician's Authorization for Administration of Oral Medication at School.
- c) The required medication is provided to the school within the requirements outlined in above named forms.

8.0 Duration

The procedures, when adopted, shall be of the shortest duration practical.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name BOIL WATER ADVISORY

534

Board Approved: _____
September 8, 2008

Reviewed: November 6-12

Review by: December 2017
~~December 2013~~

POLICY

Boil water advisories are public announcements advising the public that they should boil their tap water for drinking and for other uses. They are preventative measures issued to protect public health from waterborne infectious agents that could be or are known to be present in drinking water. Boil water advisories are issued by either the local public health unit or other responsible authority, or by the water utility.

In the event of a boil water advisory, the principal or designate must abide by the directions given by the appropriate authority.

PROCEDURES

1.0 Responsibilities of the Principal or Designate

- 1.1 Arrange for bottled water to be available for students, staff and visitors use.
- 1.2 Post signs indicating the problem with the water system. The signs should be posted in areas where students may have access to untreated water e.g. washrooms, drinking fountains
- 1.3 Arrange for all water systems to be turned off if possible.
- 1.4 The drinking fountains should be taken out of service. If possible the fountains should be turned off. If it is not possible to turn the water supply off to the fountains, then they should be covered in plastic and rendered inoperable.
- 1.5 Periodic announcements should be made informing the students and staff of the water situation.
- 1.6 Notify the Board office of the Advisory.
- 1.7 The principal or designate should maintain communication with appropriate authorities to determine when the boil Water Advisory is cancelled.
- 1.8 Cancel the boil water advisory only when deemed appropriate by the appropriate authorities (i.e., Ministry of Health official, Ministry of the Environment official or Municipal official).
- 1.9 Ensure that all water systems are run for an adequate amount of time in order to ensure that contaminated water is flushed out of the system.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Policy Name</i>	PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS	610
<i>Board Approved:</i>	<i>February 20, 2008</i>	<i>Reviewed: November 6, 2012</i>
		<i>Review By: December 2017 December 2013</i>

POLICY

In accordance with provincial Policy/Program Memorandum (PPM) No. 132, Prior Learning Assessment and Recognition (PLAR) for Mature Students, individuals may challenge for the purpose of granting equivalency credits for Grade 9 or 10 courses and assessment of credentials and other appropriate documentation from jurisdictions within and outside Ontario for the purpose of granting equivalency credits for Grade 11 or 12 courses. This is per outlined in Ontario Secondary Schools, Grades 9-12: Program and Diploma Requirement, 1999 (OSS) section 6.6 and section 8.2. Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2011, (Section 7.2.5.2)

OBJECTIVE

To provide guidelines and direction for the implementation of PPM 132, Prior Learning Assessment and Recognition (PLAR) for Mature Students, as outlined in Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS), section 6.6 and section 8.2.

Definitions

- 1.1 Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma.
- 1.2 The PLAR process for mature students involves two components: “equivalency” and “challenge”. Requirements concerning the application of these procedures differ from those for regular day school students because of the broader life experience of mature students.
- 1.2.1 The “equivalency” process for mature students involves:
- i) Individual assessment for the purpose of granting equivalency credits for Grade 9 or 10 courses.

- ii) Assessment of credentials and other appropriate documentation from jurisdictions within and outside Ontario for the purpose of granting equivalency credits for Grade 11 or 12 courses.
- 1.2.2 The “challenge” process for mature students is the process whereby students’ prior learning is assessed for the purpose of granting credit for Grade 11 or 12 courses.
- 1.3 Beginning in February 2004, the following groups of mature students are affected by this policy:
- 1.3.1 Mature students who are new to the Ontario secondary school system as of February 1, 2004, and who are working towards the Ontario Secondary School Diploma (OSSD) under OSS diploma requirements.
- 1.3.2 Mature students who were enrolled as regular day school students in the Ontario secondary school system, and were placed in Grade 9 in 1999-2000 or later, Grade 10 in 2000-2001 or later, Grade 11 in 2001-2002 or later, or Grade 12 in 2002-2003 or later; and who return to school as mature students on February 1, 2004 or later to work towards the OSSD under OSS diploma requirements.
- 1.3.3 All other mature students may be granted equivalent credits under Ontario Schools, Intermediate and Senior Divisions (Grades 7-12/OACs): Program and Diploma Requirements, 1989, rev.ed. (OSIS), section 6.14: Equivalent Standing for Mature Students.
- 1.3.4 Mature students who were enrolled previously in the Ontario secondary school system, and were placed in Grade 9 before 1999-2000, Grade 10 before 2000-2001, Grade 11 before 2001-2002, or Grade 12 before 2002-2003; and who are working towards the OSSD under OSIS diploma requirements; or mature students who were enrolled previously in the Ontario secondary school system and who are working towards the Secondary School Graduation Diploma (SSGD) under Circular H.S.1, 1979-1981.
- 1.3.5 Mature students who were new to the Ontario secondary school system, and were enrolled as mature students in the Ontario secondary school system before February 1, 2004 who were placed in Grade 9 in 1999-2000 or later, Grade 10 in 2000-2001 or later, Grade 11 in 2001-2002 or later, or Grade 12 in 2002-2003 or later, and who are working towards the OSSD under OSS diploma requirements.
- 1.4 The principal is responsible for determining whether the mature student was previously enrolled in the Ontario secondary school system (under OSS, OSIS, or Circular H.S.1, 1979-1981) on the basis of written evidence of previous enrolment.
- 1.5 As stated in OSS, section 6.6, principals will determine the number of credits, including compulsory credits, a mature student needs in order to meet diploma requirements.

- ~~1.6 Up to (16) Grade 9 and 10 credits may be granted to a mature student through the equivalency process at the discretion of the principal, following individual assessment.~~
- ~~1.7 Mature students may earn 10 of the 14 remaining Grade 11 and 12 credits needed to meet diploma requirements in three ways:~~
- ~~i) Demonstrate achievement of the required secondary school curriculum expectations and receive credit through the challenge process; or~~
 - ~~ii) Present education and/or training credentials and/or other appropriate documentation for assessment through the equivalency process; or~~
 - ~~iii) Successfully complete the course.~~
- ~~1.8 Mature students will earn a minimum of 4 Grade 11 and 12 credits by taking the necessary courses at a secondary school, through correspondence, or through any of the alternative ways described in OSS, section 6.8.~~
- ~~1.9 Mature students who have previously accumulated 26 or more credits towards the diploma must successfully complete the required number of courses to bring their total number of credits up to 30 before they will be eligible to receive the OSSD.~~
- ~~1.10 Other OSSD requirements:~~
- ~~i) Mature students working towards the OSSD under OSS diploma requirements must also satisfy the diploma requirement with regard to successful completion of the Ontario Secondary School Literacy Test.~~
 - ~~ii) Principals will determine the number of hours of Community Involvement activities that a mature student who is working towards the OSSD under OSS diploma requirements will have to complete.~~
- ~~1.11 Refer to Appendix I to review which diploma requirements apply for mature students under OSS, OSIS and Circular H.S.1, 1979-1981.~~
- ~~1.12 Refer to Appendix II to review a summary of the processes used for credit assessment for mature students.~~
- ~~1.13 Refer to Appendix III to review required PLAR forms for mature students.~~

<i>Diploma Requirements for Mature Students</i>		
OSS	OSIS	<i>Circular H.S.1</i>
<p>OSS diploma requirements apply to mature students who were enrolled for the first time in an Ontario secondary school program and placed in:</p> <ul style="list-style-type: none"> • Grade 9 in 1999–2000 or later • Grade 10 in 2000–2001 or later • Grade 11 in 2001–2002 or later • Grade 12 in 2002–2003 or later 	<p>OSIS diploma requirements apply to mature students who were enrolled in an Ontario secondary school program and placed in:</p> <ul style="list-style-type: none"> • Grade 9 before 1999–2000 • Grade 10 before 2000–2001 • Grade 11 before 2001–2002 • Grade 12 before 2002–2003 	<p>Diploma requirements in Circular H.S.1 for the SSGD apply to mature students who were enrolled in an Ontario secondary school program before September 1, 1984.</p>

Assessment Processes for Mature Students	
PLAR Process Under OSS	Process Under OSIS
<p><u>Group 1 students</u> OSS section 6.6: Prior Learning Assessment and Recognition policy and OSS diploma requirements apply to mature students who enrolled for the first time in the Ontario secondary school system and who were placed in Grade 9, 10, 11, or 12 on or after February 1, 2004.</p>	<p><u>Group 3 students</u> OSIS section 6.14: Equivalent Standing for Mature Students policy and OSIS diploma requirements apply to mature students who were enrolled previously in the Ontario secondary school system and who were placed in: Grade 9 before 1999–2000 Grade 10 before 2000–2001 Grade 11 before 2001–02 Grade 12 before 2002–03 OSIS section 6.14: Equivalent Standing for Mature Students policy and SSGD requirements under Circular H.S.1, 1979–81 apply to mature students who were enrolled in the Ontario secondary school system before September 1, 1984.</p>
<p><u>Group 2 students</u> OSS section 6.6: Prior Learning Assessment and Recognition policy and OSS diploma requirements apply to mature students who were enrolled as regular day school students in the Ontario secondary school system and who were placed in: Grade 9 in 1999–2000 or later Grade 10 in 2000–2001 or later Grade 11 in 2001–02 or later Grade 12 in 2002–03 or later OSS PLAR policy applies to those in this group who return to the Ontario secondary school system as mature students on or after February 1, 2004.</p>	<p><u>Group 4 students</u> OSIS section 6.14: Equivalent Standing for Mature Students policy and OSS diploma requirements apply to mature students who were new to the Ontario secondary school system and who were enrolled as mature students in the Ontario secondary school system before February 1, 2004, and who were placed in: Grade 9 in 1999–2000 or later Grade 10 in 2000–2001 or later Grade 11 in 2001–02 or later Grade 12 in 2002–03 or later Note: Mature students to whom the OSIS process applies may choose to have their prior learning assessed and credits granted according to OSS PLAR requirements. Such students will be required to meet OSS diploma requirements.</p>

Required PLAR forms for Mature Students

1. [Individual Assessment for Grade 9 and 10 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative.pdf)
available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative.pdf)
2. [Individual Assessment for Grade 9 and 10 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim.pdf)
available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim.pdf)
3. [Challenge Process for Grade 11 and 12 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative2.pdf)
available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative2.pdf)
4. [Challenge Process for Grade 11 and 12 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim2.pdf)
available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim2.pdf)
5. [Equivalency Process for Grade 11 and 12 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative3.pdf)
available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative3.pdf)
6. [Equivalency Process for Grade 11 and 12 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim3.pdf)
available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim3.pdf)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM	
Management Guideline	PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS	
Applicable Policy	PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS	610
Board Approved:		

OBJECTIVE

To provide guidelines and direction for the implementation of PPM 132, Prior Learning Assessment and Recognition (PLAR) for Mature Students, as outlined in ~~Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS), section 6.6 and section 8.2.~~ Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2011, (Section 7.2.5.2)

DEFINITIONS

“Prior Learning Assessment and Recognition (PLAR)” is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma.

“Challenge” means process whereby the mature students’ prior learning is assessed for the purpose of granting credit for Grade 11 or 12 courses.

“Equivalency” is the process of assessing credentials from other jurisdictions.

“Mature student” means a student who is 18 years of age or older and out of day school for a minimum of one full year.

- 1.0 There are two components of PLAR process for mature students: ~~involves two components:~~
- a) Equivalency
 - b) Challenge

Requirements concerning the application of these procedures differ from those for regular day school students because of the broader life experience of mature students.

~~1.2.1~~

1.1 The “equivalency” process for mature students involves:

- i) Individual assessment for the purpose of granting equivalency credits for Grade 9 or 10 courses.
- ii) Assessment of credentials and other appropriate documentation from jurisdictions within and outside Ontario for the purpose of granting equivalency credits for Grade 11 or 12 courses.

1.2.2—

1.2 The “challenge” process for mature students is the process whereby students’ prior learning is assessed for the purpose of granting credit for Grade 11 or 12 courses.

1.3

2.0 Mature Students

Beginning in February 2004, the following groups of mature students are affected by this policy:

1.3.1

2.1 Mature students who are new to the Ontario secondary school system as of February 1, 2004, and who are working towards the Ontario Secondary School Diploma (OSSD) under OSS diploma requirements.

1.3.2

2.2 Mature students who were enrolled as regular day school students in the Ontario secondary school system, and were placed in Grade 9 in 1999-2000 or later, Grade 10 in 2000-2001 or later, Grade 11 in 2001-2002 or later, or Grade 12 in 2002-2003 or later; and who return to school as mature students on February 1, 2004 or later to work towards the OSSD under OSS diploma requirements.

1.3.3

2.3 All other mature students may be granted equivalent credits under ~~Ontario Schools, Intermediate and Senior Divisions (Grades 7-12/OACs): Program and Diploma Requirements, 1989, rev.ed. (OSIS), section 6.14: Equivalent Standing for Mature Students.~~

1.3.4

2.4 Mature students who were enrolled previously in the Ontario secondary school system, and were placed in Grade 9 before 1999-2000, Grade 10 before 2000-2001, Grade 11 before 2001-2002, or Grade 12 before 2002-2003; and who are working towards the OSSD under OSIS diploma requirements; or mature students who were enrolled previously in the Ontario secondary school system and who are working towards the Secondary School Graduation Diploma (SSGD) ~~under Circular H.S.1, 1979-1981.~~

1.3.5

2.5 Mature students who were new to the Ontario secondary school system, and were enrolled as mature students in the Ontario secondary school system before February 1, 2004 who were placed in Grade 9 in 1999-2000 or later, Grade 10 in 2000-2001 or later, Grade 11 in 2001-2002 or later, or Grade 12 in 2002-2003 or later, and who are working towards the OSSD under OSS diploma requirements.

1.4

3.0 Determination of Credits and/or Previous Enrolment

3.1

The principal is responsible for determining whether the mature student was previously enrolled in the Ontario secondary school system ~~(under OSS, OSIS, or Circular H.S.1, 1979-1981)~~ on the basis of written evidence of previous enrolment.

1.5—

3.2

As stated in OSS, section 6.6, principals will determine the number of credits, including compulsory credits, a mature student needs in order to meet diploma requirements.

1.6—

- 3.3** Up to (16) Grade 9 and 10 credits may be granted to a mature student through the equivalency process at the discretion of the principal, following individual assessment.

4.0 Achieving Mature Students Credit

1.7

- 4.1 Mature students may earn 10 of the 14 remaining Grade 11 and 12 credits needed to meet diploma requirements in three ways:
- i) Demonstrate achievement of the required secondary school curriculum expectations and receive credit through the challenge process; or
 - ii) Present education and/or training credentials and/or other appropriate documentation for assessment through the equivalency process; or
 - iii) Successfully complete the course.

1.8

- 4.2 Mature students will earn a minimum of 4 Grade 11 and 12 credits by taking the necessary courses at a secondary school, through correspondence, or through any of the alternative ways described in ~~OSS, section 6.8.~~

1.9

- 4.3 Mature students who have previously accumulated 26 or more credits towards the diploma must successfully complete the required number of courses to bring their total number of credits up to 30 before they will be eligible to receive the OSSD.

1.10

5.0 Other OSSD requirements:

- i) Mature students working towards the OSSD under OSS diploma requirements must also satisfy the diploma requirement with regard to successful completion of the Ontario Secondary School Literacy Test.
- ii) Principals will determine the number of hours of Community Involvement activities that a mature student who is working towards the OSSD under OSS diploma requirements will have to complete.

1.11

- 5.1** Refer to Appendix I to review which diploma requirements apply for mature students under ~~OSS, OSIS and Circular H.S.1, 1979-1981.~~

1.12

- 5.2** Refer to Appendix II to review a summary of the processes used for credit assessment for mature students.

1.13

- 5.3** Refer to Appendix III to review required PLAR forms for mature students.

APPENDIX I

Diploma Requirements for Mature Students		
OSS	OSIS	<i>Circular H.S.1</i>
<p>OSS diploma requirements apply to mature students who were enrolled for the first time in an Ontario secondary school program and placed in:</p> <ul style="list-style-type: none"> • Grade 9 in 1999–2000 or later • Grade 10 in 2000–2001 or later • Grade 11 in 2001–2002 or later • Grade 12 in 2002–2003 or later 	<p>OSIS diploma requirements apply to mature students who were enrolled in an Ontario secondary school program and placed in:</p> <ul style="list-style-type: none"> • Grade 9 before 1999-2000 • Grade 10 before 2000-2001 • Grade 11 before 2001-2002 • Grade 12 before 2002-2003 	<p>Diploma requirements in Circular H.S.1 for the SSGB apply to mature students who were enrolled in an Ontario secondary school program before September 1, 1984.</p>

Assessment Processes for Mature Students	
PLAR Process Under OSS	Process Under OSIS
<p><u>Group 1 students</u></p> <p>OSS section 6.6: Prior Learning Assessment and Recognition policy and OSS diploma requirements apply to mature students who enrolled for the first time in the Ontario secondary school system and who were placed in Grade 9, 10, 11, or 12 on or after February 1, 2004.</p>	<p><u>Group 3 students</u></p> <p>OSIS section 6.14: Equivalent Standing for Mature Students policy and OSIS diploma requirements apply to mature students who were enrolled previously in the Ontario secondary school system and who were placed in:</p> <ul style="list-style-type: none"> • Grade 9 before 1999–2000 • Grade 10 before 2000–2001 • Grade 11 before 2001–2002 • Grade 12 before 2002–2003 <p>OSIS section 6.14: Equivalent Standing for Mature Students policy and SSGD requirements under Circular H.S.1, 1979–81 apply to mature students who were enrolled in the Ontario secondary school system before September 1, 1984.</p>
<p><u>Group 2 students</u></p> <p>OSS section 6.6: Prior Learning Assessment and Recognition policy and OSS diploma requirements apply to mature students who were enrolled as regular day school students in the Ontario secondary school system and who were placed in:</p> <ul style="list-style-type: none"> • Grade 9 in 1999–2000 or later • Grade 10 in 2000–2001 or later • Grade 11 in 2001–2002 or later • Grade 12 in 2002–2003 or later <p>OSS PLAR policy applies to those in this group who return to the Ontario secondary school system as mature students on or after February 1, 2004.</p>	<p><u>Group 4 students</u></p> <p>OSIS section 6.14: Equivalent Standing for Mature Students policy and OSS diploma requirements apply to mature students who were new to the Ontario secondary school system and who were enrolled as mature students in the Ontario secondary school system before February 1, 2004, and who were placed in:</p> <ul style="list-style-type: none"> • Grade 9 in 1999–2000 or later • Grade 10 in 2000–2001 or later • Grade 11 in 2001–2002 or later • Grade 12 in 2002–2003 or later <p>Note: Mature students to whom the OSIS process applies may choose to have their prior learning assessed and credits granted according to OSS PLAR requirements. Such students will be required to meet OSS diploma requirements.</p>

APPENDIX III

Required PLAR forms for Mature Students: **Possibly change links**

1. [Individual Assessment for Grade 9 and 10 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative.pdf)
2. [Individual Assessment for Grade 9 and 10 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim.pdf)
3. [Challenge Process for Grade 11 and 12 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative2.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative2.pdf)
4. [Challenge Process for Grade 11 and 12 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim2.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim2.pdf)
5. [Equivalency Process for Grade 11 and 12 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative3.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative3.pdf)
6. [Equivalency Process for Grade 11 and 12 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim3.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim3.pdf)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name WORK EDUCATION PROGRAM APPROVAL

523

Board Approved: _____
November 21, 2000

Reviewed: _____
March 21, 2006

Review By: December 2017

POLICY

The Superior-Greenstone District School Board supports equal opportunity school to work programs that help students successfully make the transition to work, training or further education. These programs could include work experience programs, Co-operative Education, OYAP, Bridges Transition to Work, Take Our Kids to Work and job shadowing.

PROCEDURES

Ontario Youth Apprenticeship Program

1.0 Ministry

The program must be approved by and meet the requirements of the Ministry of Training, Colleges and Universities and the Ministry of Education. The program must meet the requirements of the Co-operative Education and Other Forms of Experiential Learning Guidelines (2000) and the requirements of the Trades Qualifications and Apprenticeship Act and the Apprenticeship and Certifications Act.

2.0 Funding

The Board is eligible to apply for OYAP funding from the Ministry of Training, Colleges and Universities (Application and Proposal for Program Funding Renewal for the Ontario Youth Apprenticeship Program) of up to ~~\$91,637~~ to support OYAP implementation and/or expansion. Subject to annual program allocations and program review, funding may be provided to the Board if they are working with their labour market partners.

3.0 Insurance / Liability / WSIB

Superior-Greenstone District School Board follows the policy set out by OSBIE regarding Liability, Workplace Safety and Insurance and Student Accident Insurance (see Appendix in OYAP Policies and Procedure Manual). When the student is not paid for his/her apprenticeship time, the Board will assume this coverage in accordance with the Work Education Agreement Form. Once the student is being paid for his/her apprenticeship time, the apprenticeship sponsor provides the WSIB coverage to students.

4.0 Guidelines / Policy Manual

An OYAP Policy and Procedures Manual for the Board will be used in order that all schools follow the same student and sponsor selection process and program requirements.

5.0 Establishment of Partnerships / Recruitment of Sponsors

The program must include partnerships so strategies will be developed to create such partnerships or to enhance existing partnerships within the communities and to recruit interested sponsors.

6.0 Promotion of the Program

Promotion of the program to students, parents, and community members will occur through the media, brochures, and information sessions.

7.0 Advisory Committee

The Board will establish a committee to be composed of volunteer representatives from the various communities.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name COPYRIGHT POLICY STATEMENT

611

Board Approved: _____

Reviewed: November 6, 2012

Review By: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to comply with the *Fair Dealing Guidelines* as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium. The Superior-Greenstone District School Board will communicate the *Fair Dealing Guidelines (Appendix A)* to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school board in accordance with the *Copyright Modernization Act*.

REFERENCES

- Copyright Modernization Act
- Fair Dealing Guidelines – Council of Ministers of Education Canada (CMEC) Copyright Consortium

Fair Dealing Guidelines

Background

The fair dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

First, the "dealing" must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test.

The second test is that the dealing must be "fair." In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and post-secondary educational institutions.

These guidelines apply to fair dealing in non-profit K-12 schools and post-secondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

Guidelines

- 1.0 Teachers, instructors, professors and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
- 2.0 Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism or review should mention the source and, if given in the source, the name of the author or creator of the work.
- 3.0 A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
 - a) as a class handout
 - b) as a posting to a learning or course management system that is password protected or otherwise restricted to students of a school or post-secondary educational institution
 - c) as part of a course pack
- 4.0 A short excerpt means:
 - a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
 - b) one chapter from a book
 - c) a single article from a periodical
 - d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
 - e) an entire newspaper article or page
 - f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
 - g) an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work

- 5.0 Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
- 6.0 Copying or communicating that exceeds the limits in these Fair Dealing Guidelines may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
- 7.0 Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES AND GROUNDS	
<i>Policy Name</i>	ENERGY AND RESOURCE CONSERVATION <i>Management Guideline Applies</i>	414

<i>Board Approved:</i> _____	<i>Reviewed:</i> November 6, 2012	<i>Review By:</i> December 2017
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POLICY

It is the policy of the Superior Greenstone District School Board to be committed to the responsible management of energy and water through using resources more efficiently.

STRATEGY

- Reduce the amount of wasted energy and resources in our day-to-day use of the schools;
- Reduce and minimize expenditure and environmental impact;
- Maintain an acceptable level of comfort for staff, students and other building users;
- Track and utilize energy consumption to establish benchmarks for comparison;
- Promote renewable energy and waste heat recovery;
- Set energy and water performance targets based on historic data and through reasonable estimation. Energy and resource sources will include electricity, fuel oil, gas, and water;
- Incorporate energy and water management into curricular activities at appropriate levels as set out by the Education Department;
- Include energy and resource efficiency in the design of new building projects and during a major renovation or refurbishment;
- Set a good example of responsible energy and resource use.

This policy will be implemented through the Energy and Resource Conservation Management Guideline.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES AND GROUNDS	
<i>Management Guideline</i>	ENERGY AND RESOURCE CONSERVATION	
<i>Applicable Policy</i>	ENERGY AND RESOURCE CONSERVATION	411

| *Board Approved:* | *Reviewed: November 6, 2012* | *Review by: December 2017* |

RATIONALE

A strong commitment on the part of the Board, administration, staff, and students, is key to an effective energy and resource conservation plan. Successful resource conservation can only be achieved with the support and assistance of each and every building user.

Energy management has become very important and necessary in order for the Board to minimize the cost of energy needed to operate the schools. Savings that are made in energy costs will lessen the funding burden on the Superior-Greenstone District School Board. This in turn translates into more funding available for actual use on school programs in the classroom.

This energy management-conservation guideline is a living document which will be updated on a frequent and ongoing basis as new technology comes into existence and as best practices are identified. The Plant Services Department manages all physical aspects of the Board's properties, and is the main contact for issues related to energy and resource use. Questions or suggestions can be directed to Wayne Chiupka, Manager of Plant Services, at wchiupka@sqdsb.on.ca.

1.0 Heating, Cooling and Ventilation

- 1.1 Acceptable classroom and workspace thermal conditions shall be maintained through mechanical heating ventilation, natural heating, ventilation, or other means as appropriate.
- 1.2 Building Occupied Hours: Thermal environmental conditions for human occupancy are currently targeted at:
 - a) Building heating system target temperature = 19-24 C
 - b) Building cooling system target temperature = 25 C or below (if mechanical cooling is available).
- 1.3 Building Unoccupied Hours: Outside of normal operating hours, building systems are, where equipped, automatically set back and optimized for energy conservation. This differs between buildings but generally, targets are set to be:
 - a) Setback room temperature = 15C
 - b) Fan forced ventilation is turned off on a schedule, or via occupancy sensors
 - c) Exhaust fans are turned off manually, or via timers.
- 1.4 It is the objective of the Plant Department to eventually have all heating, cooling, and ventilation equipment operate on an automated energy management system. It is not always economically feasible to control every device from a central point. Therefore, it is important that where a SMART thermostat is not in use, people using the room ensure that thermostats are turned down at the end of the workday.

2.0 Lighting

- 2.1 Light Levels in rooms and buildings are set in accordance to the Ontario Building Code, and other applicable codes and regulations.
- 2.2 Where possible, exterior natural light should be used to supplement, or in place of, artificial lights (daylight harvesting).
- 2.3 When light bulbs are replaced, they are to be replaced with energy efficient bulbs which are compatible with the fixture in place.
- 2.4 The use of energy saving dimmable fluorescent ballasts or dimmable LED lights is encouraged in spaces such as video conference rooms, where the use of the room sometimes requires low-level lighting.
- 2.5 Occupancy sensors and light controls should be installed in gymnasiums and classrooms during renovations or upgrades. These devices should be kept in good working condition with any suspected malfunction reported promptly to the custodial staff who will submit work orders as needed to repair.
- 2.6 Lights should be turned off during unoccupied times. Most fluorescent light ballasts no longer use an initial excessive starting energy. Therefore, if the room is to be vacant for as little as five (5) minutes, turn off the lights.
- 2.7 Outside lights should be set on automatic sensors so they do not turn on until the light levels outside are low enough to warrant. Outside lights should be turned off, where practical, between the hours of 11:30 p.m. and 5:00 a.m.
- 2.8 Motion sensor lights should be used in areas where suitable, and as a security measure.

3.0 Water

- 3.1 Leaking taps, valves, or fixtures, should be reported to the custodian as soon as possible. The custodian will ensure that a work order is put in to have the repairs carried out as soon as practical.
- 3.2 Lawn irrigation systems shall be used in accordance to municipal bylaws, and only when weather conditions require. Moisture sensing systems must be utilized to ensure the systems do not run during rainy weather.
- 3.3 Automatic faucets shall be installed during renovations, new construction, or upgrades, in washrooms and other suitable spaces. This does not include food preparation areas and staff rooms.
- 3.4 Automatic toilet and urinal flush valves shall be installed during renovations, new construction or upgrades.
- 3.5 The use of flush tanks shall be discouraged. These systems should be replaced with automatic sensor valves on an ongoing basis, as funding becomes available.
- 3.6 Aside from the flushing of drinking water sources as prescribed by regulation, drinking fountains and sink taps shall not be left running when not in immediate use.

4.0 Information Technology

- 4.1 Power saver settings should be set on all Board computers to maximize energy savings on computer installations.
- 4.2 Where practical, computers and ancillary electronic equipment are to be turned off when not in use.
- 4.3 Wall outlet transformer power supplies must be unplugged from the wall, or switched off using a switched power bar, when the peripheral is not in use for an extended period.
- 4.4 Prior to each school break period (Christmas Break, Spring Break, and Summer Break), the IT Department shall carry out shutdown procedures for all information technology equipment that is not required to run during the break periods. Shutdown records and logs are to be kept to ensure that all devices are turned back on as needed.

5.0 Miscellaneous

- 5.1 Energy efficiency shall be taken into account in the design of new building projects and during major renovation or refurbishment.
- 5.2 Energy efficiency shall be considered in the purchase of new equipment, or implementation of new cleaning processes.
- 5.3 Energy efficiency opportunities shall be reviewed during the annual Plant Budget preparation process. The Plant Department Budget Workbook shall include a worksheet for energy saving needs to be listed.
- 5.4 Use of portable heaters or air conditioner units is discouraged, and subject to approval for use by the Manager of Plant Services or designate.
- 5.5 Energy Operational checklists shall be completed annually by each school and forwarded to the Manager of Plant Services.
 - a) SGDSB – Maintenance Energy Checklist
 - b) SGDSB – Custodial Energy Checklist
 - c) SGDSB – IT Energy Checklist
- 5.6 Prior to each school break period (Christmas Break, Spring Break, and Summer Break), the custodians, in consultation with the Principal and Maintenance Working Foreman, shall carry out the shutdown procedures for their buildings. The work carried out shall be listed in the Plant Shutdown Worksheet, which, upon completion, is to be submitted to the Manager of Plant Services.

6.0 Responsibilities

- 6.1 Site Administrator
 - 6.1.1 Provide energy information/programs for staff and students with information tailored to schools on how to reduce energy waste;
 - 6.1.2 Encourage the use of educational programs related to energy use and conservation;
 - 6.1.3 Establish a resource center for energy education in your school;

- 6.1.4 Inform the students, staff, public, parents and other groups about your school's energy conservation efforts;
- 6.1.5 Implement a lighting procedure; keep lights off when space is unused;
- 6.1.6 Avoid the use of assembly areas, such as the gymnasium for small groups that can comfortably meet in smaller areas;
- 6.1.7 Schedule the use of classrooms and other spaces through the Board on-line Facility Scheduling program (FS Direct) to reduce energy consumption and schedule classes to maximize the utilization of classroom space in the school;
- 6.1.8 Discourage staff and students from using closed and unused classrooms that may have the heat turned down;
- 6.1.9 Use the fewest number of rooms necessary for summer and night programs as this will not only save energy, it will save custodial cleaning time and materials;
- 6.1.10 Reduce the movements of students and staff in and out of the school;
- 6.1.11 Report situations where energy or resources are being wasted using the *SGDSB – Wasted Energy Report Form II*.

6.2 All staff

- 6.2.1 Have a responsibility to set a good example on the issue of energy and water efficiency;
- 6.2.2 Involve students in monitoring energy usage;
- 6.2.3 Keep classroom doors and windows shut when the heat or air conditioning is on;
- 6.2.4 Close all windows and doors when leaving the classroom at the end of the day;
- 6.2.5 Do not block classroom air supply and return grills with furniture or displays;
- 6.2.6 Turn off all items listed below after the end of each day:
 - Calculators
 - SMART Boards
 - Computers
 - Display lights
 - Classroom lights
 - Printers
 - Projectors
 - Hall lights
 - Office lights
 - Photocopiers
 - Data & overhead projectors
 - Computer monitors
 - Laptop carts unplugged
 - Portable Heaters

- Portable air conditioners
- Coffee pots, except pour through units, which should be on a timer
- TVs, DVDs, VCRs

6.2.7 Do not block thermostat covers;

6.2.8 Report faulty thermostats and other equipment that may be malfunctioning to the Head Custodian;

6.2.9 Wear warmer clothes in cold weather and encourage students to do the same;

6.2.10 Wear cooler clothes in hot weather;

6.2.11 Where classroom lighting systems are on multiple switches, only turn on as many lights as needed;

6.2.12 Refrigerators, microwaves, and coffee makers should only be used in designated food preparation, serving, eating and science storage rooms. Exceptions may be permitted by the principal for special events or circumstances;

6.2.13 Report situations where energy or resources are being wasted using the *SGDSB – Wasted Energy Report Form II*.

6.3 Maintenance and Custodial

6.3.1 Check for overheated and over cooled areas, use Delta Building Management System, and/or advise the Plant Maintenance Coordinator;

6.3.2 Turn off lights in unused spaces, especially crawlspaces, storage rooms, mechanical rooms, electrical rooms, etc. Do not turn gym lights on until needed, if not on automatic sensor control;

6.3.3 Isolate unoccupied spaces from heating and cooling systems and set thermostats to energy saving settings;

6.3.4 Check for proper thermostat settings and functions;

6.3.5 Disconnect all unused electrical equipment;

6.3.6 Replace ceiling tiles when dislodged, broken or missing;

6.3.7 Check all building insulation, caulking and weather-stripping. Repair caulking and weather-stripping as necessary;

6.3.8 Keep refrigerator and mechanical system compressors and condensers clean;

6.3.9 Check all plumbing for leaks;

6.3.10 Perform scheduled maintenance on all Heating, Ventilation and Air Conditioning (HVAC) equipment.

6.3.11 Reduce Hot Water to 49C except in food preparation areas;

- 6.3.12 Repair damaged windows and doors immediately, and ensure all windows are closed;
- 6.3.13 Keep doors closed and closers in good working condition;
- 6.3.14 Blinds and drapes on windows that receive direct sunlight should be closed when mechanical cooling systems are on and at night during winter hours;
- 6.3.15 Report situations where energy or resources are being wasted using the *SGDSB – Wasted Energy Report Form II*.
- 6.3.16 Turn off all items listed below after the end of each day:
 - Calculators
 - SMART Boards
 - Computers
 - Display lights
 - Classroom lights
 - Printers
 - Projectors
 - Hall lights
 - Office lights
 - Photocopiers
 - Data & overhead projectors
 - Computer Monitors
 - Laptop carts unplugged
 - Portable Heaters
 - Portable air conditioners
 - Coffee pots, except pour through units, which should be on a timer.
 - TVs, DVDs, VCRs

6.4 Plant Services Department Administration

- 6.4.1 Promote and raise awareness of energy use and savings within the Board;
- 6.4.2 Monitor the performance of the various energy saving systems across the Board;
- 6.4.3 Set realistic energy reduction targets and monitor progress throughout the year;
- 6.4.4 Carry out site inspections and audits of energy saving systems;
- 6.4.5 Make system and programming improvements as they become necessary;
- 6.4.6 Log building energy consumption and make the collected information available to the schools via hallway display monitors;
- 6.4.7 Make historic energy consumption data available, in hardcopy or spreadsheets, to all schools within the Board upon request;

- 6.4.8 Receive and follow up *SGDSB - Wasted Energy Report Form II's* as they are submitted. Responses are also to be made to those who submit forms;
- 6.4.9 Investigate and implement best practices, as they are identified, Board wide;
- 6.4.10 Review time of day (TOD) changes for heating and cooling schedules which have been forwarded by work order to the Maintenance Coordinator. vents will be reviewed for compliance and programmed with a start date and finish date. All requests shall be submitted a minimum of one (1) working week prior to the requested start date;
- 6.4.11 Work directly with the school administration to implement required changes for multiple or complex modifications to the TOD schedule;
- 6.4.12 Stay current on the latest technology available and practices in use by schools across Ontario.
- 6.4.13 Meet annually with school site administrators during the Plant Budget preparation process to review progress, saving initiatives, and budget new energy saving measures. An energy conservation work sheet will be completed as part of the budget process;
- 6.4.14 An annual energy performance report will be compiled and used during budgeting process;
- 6.4.15 Energy purchasing and negotiation with utility providers will be investigated and arranged if practical and beneficial to the Board.

7.0 Forms and Resource Material

Various forms and tools have been created to assist staff with their energy and resource conservation efforts. These forms will be posted on the SGDSB website with the Policy 414 Energy and Resource Conservation Management Guideline.

- SGDSB - Time of Day Schedule Change Request - Form I *(Appendix A)*
- SGDSB - Wasted Energy Report Form II *(Appendix B)*
- SGDSB - Energy and Resource Management Tool Kit
 - Includes: Ontario Eco Schools
 - ✓ Energy Cards *(Appendix C-1)*
 - ✓ Tally Chart Energy (Classroom) *(Appendix C-2)*
 - ✓ Tally Chart Energy (Lights) *(Appendix C-3)*
 - ✓ Tally Chart Energy (Monitors) *(Appendix C-4)*
 - Includes: Superior-Greenstone DSB Energy Operational Checklist
 - ✓ Maintenance Energy Shut Down *(Appendix C-5)*
 - ✓ Custodial Energy Shut Down *(Appendix C-6)*
 - ✓ Information Technology
Energy Conservation Energy Shut Down *(Appendix C-7)*

Superior Greenstone District School Board
TIME OF DAY SCHEDULE CHANGE REQUEST – FORM I

(For use by all staff)

Please complete this form and submit to your Principal _____

SCHOOL OR SITE: _____ **LOCATION:** _____

DATE: _____

Reason for schedule change (*Check Box*):

School Event ☐ **Time Table Change** ☐ **User Group** ☐

Please describe schedule changes (include time and date change required):

Completed by: _____

Routing: (*Completed form must be submitted to Principal*)

Sent To Date Sent Note Action Taken (then forward to next person on list)

Maintenance Coordinator ☐

Manager of Plant Services ☐

Form must be submitted one (1) working week prior to the request start date.

(*Principal to Check Box*) ☐

Principal Signature: _____

Date: _____

Superior Greenstone District School Board

WASTED ENERGY – FORM II

(For use by all staff and students)

Please complete this form and submit to your Principal _____

SCHOOL OR SITE: _____ **LOCATION:** _____

DATE WASTED ENERGY WAS NOTED: _____

Energy Sources being wasted (*Check Box*)

Water ☐

Electricity ☐

Fossil Fuel ☐

Please describe wasted energy and make recommendations:

Completed by: _____

Routing: (*Completed form must be submitted to Principal*)

Sent To Date Sent Note Action Taken (*then forward to next person on list*)

Maintenance Coordinator ☐

Manager of Plant Services ☐

Work order entered – Plant Department to investigate wasted energy
(*Principal to Check Box*) ☐

Work order number _____

Principal Signature: _____

Date: _____

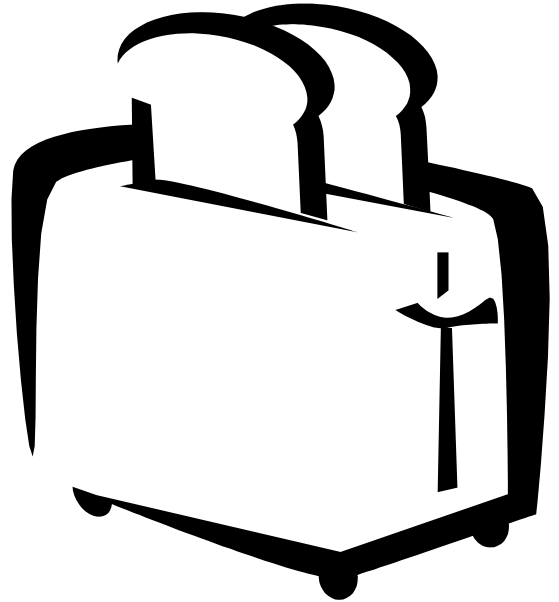
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Watts**



**1000
Watts**



**1150
Watts**



**1150
Watts**



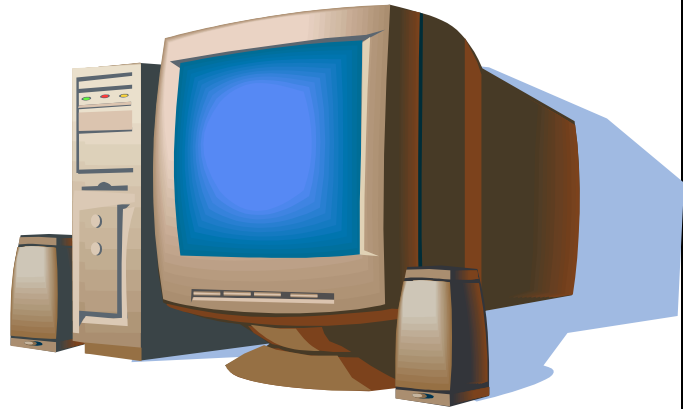
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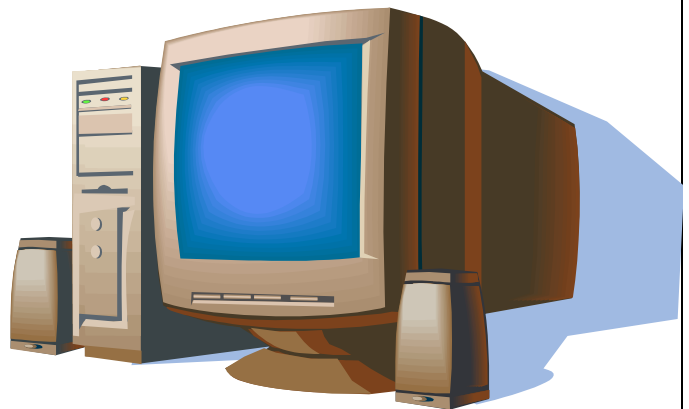
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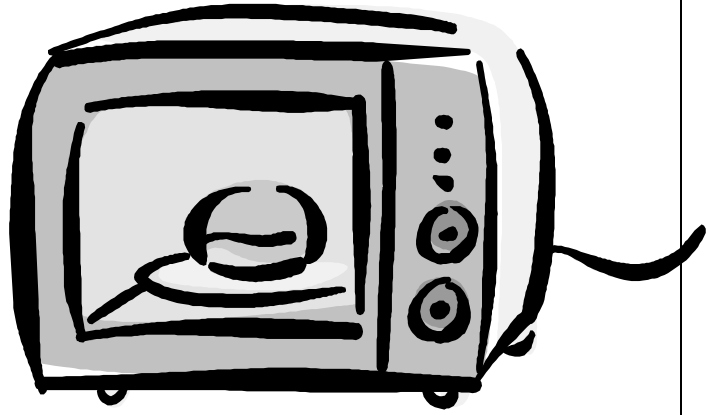
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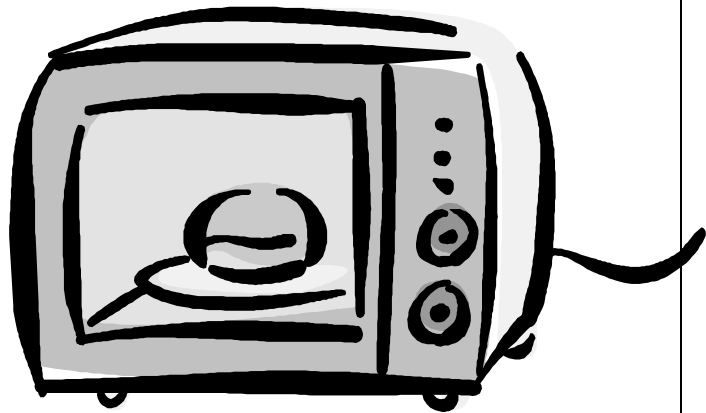
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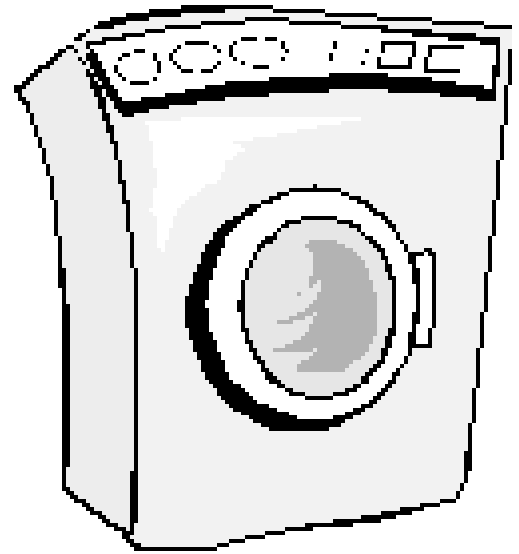
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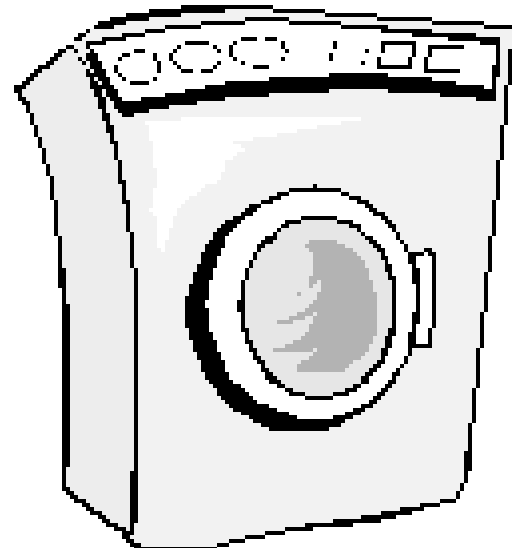


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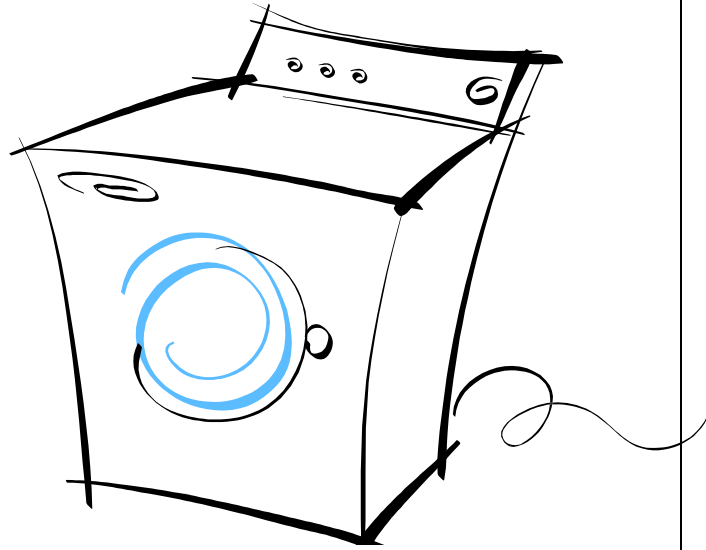
WASHER

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Watts**



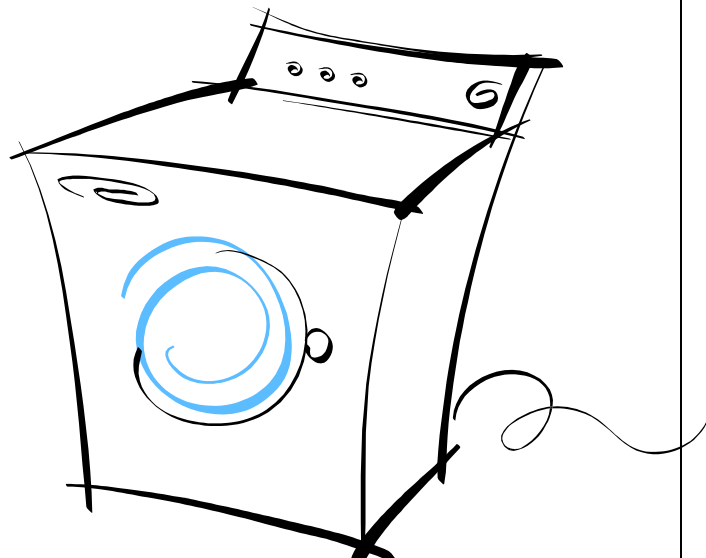
WASHER

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Watts**



Electric Clothes Dryer

**5000
Watts**



Electric Clothes Dryer

**30
Watts**



**30
Watts**



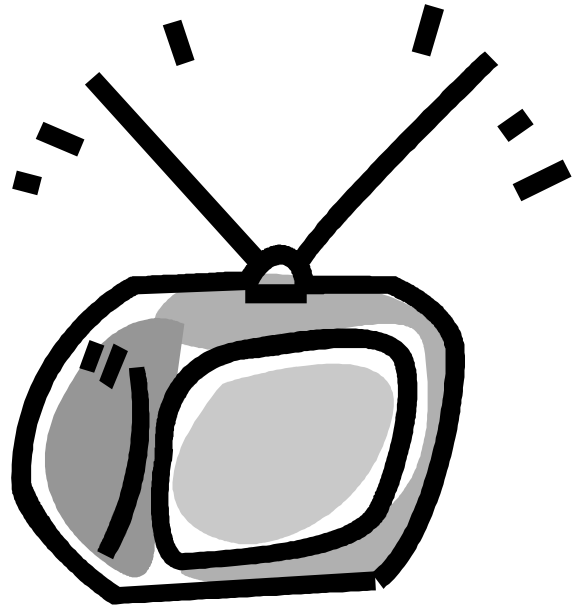
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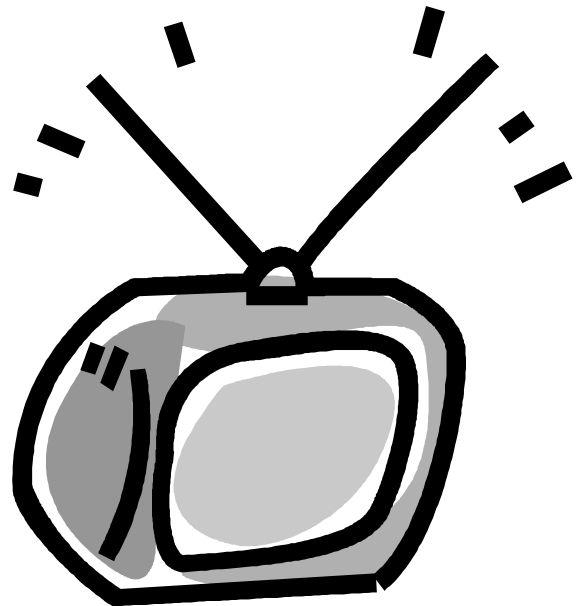
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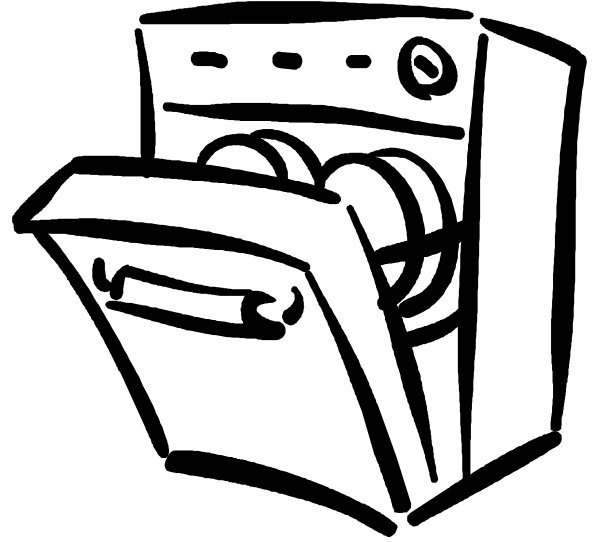
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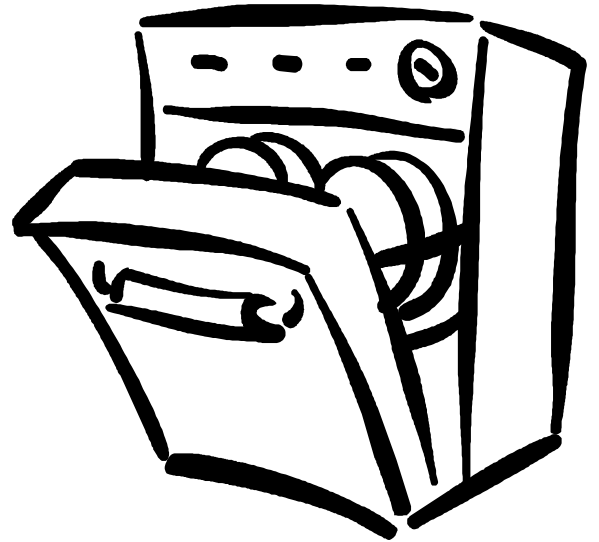
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Watts**



**2000
Watts**



**50
Watts**



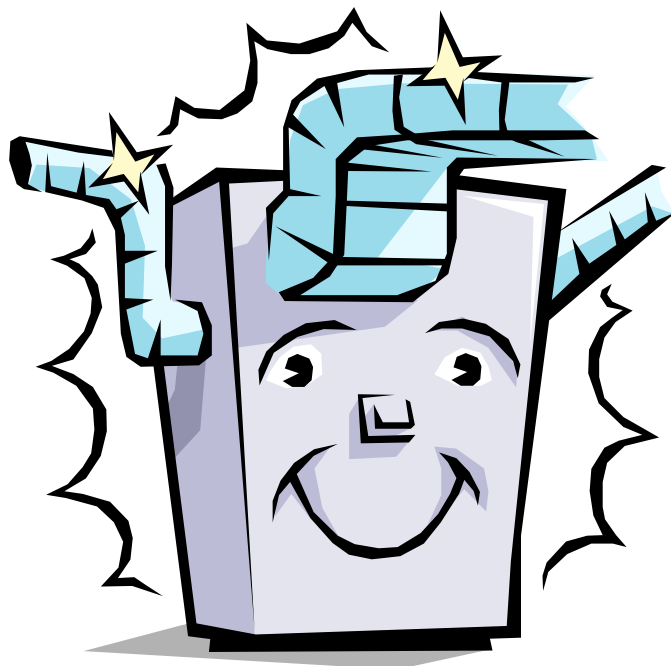
**50
Watts**



**750
Watts**



**750
Watts**



**115
Watts**



**115
Watts**



Energy Card Answer Key

Appliance	Average Wattage
Hairdryer	1000
Toaster	1150
Refrigerator	500
Computer (desktop)	200
CD player	22
Microwave	1000
Clothes washer	500
Clothes dryer (electric)	5000
Stereo	30
Air Conditioner (window)	1050
Television	80
Dishwasher	2000
Computer (laptop)	50
Furnace	750
Fan	115

Reference: <http://www.miltonhydro.com>

To see how much it costs to run these appliances an interactive calculator may be found at
http://www.hydroone.com/MyHome/SaveEnergy/Tools/calc_main.htm

For more information about how much electricity is used by appliances on 'standby' see the interactive site at
<http://www.energyquest.ca.gov/vampires/dswmedia/index.html>




Turn off the Lights

CONSERVE ELECTRICAL ENERGY


Turn off the lights when everyone has left the room.

ROOM	DATE																			


LEGEND:



ALL lights off
(use GREEN coloured marker)



SOME lights off
(use RED coloured marker)



NO lights off
(leave blank)


Turn off the Monitors

CONSERVE ELECTRICAL ENERGY


Turn off the computer monitors when not in use.

ROOM	DATE																			


LEGEND:



ALL monitors off
(use GREEN coloured marker)



SOME monitors off
(use RED coloured marker)



NO monitors off
(leave blank)



ONTARIO
ecoschools

Turn off the lights when everyone has left the room



Turn off the computer monitors when not in use





Superior-Greenstone District School Board

Maintenance Energy

Shut Down - Checklist

Name of Maintenance Checker: _____	School		Date	Time
Site Administrator Signature: _____				
1. Lighting:	Yes	No	Notes: _____	
Unoccupied Classrooms: Are lights off in unoccupied rooms?				
Common Areas: Are lights off in unoccupied common areas (cafeterias, gymnasiums, meeting areas, and choral or band rooms)?				
Outside Lights, (Night time): Are outside lights turned off late at night (from 11:30 p.m. to 5:30 a.m.)?				
Outside Lights, (Daytime): Are outside lights turned off during the day?				
2. HVAC Settings	Yes	No	Notes: _____	
Air Conditioning: Air conditioning set between 74 and 78 F degrees?				
Heating: Heating set between 68 and 72F degrees?				
HVAC Setbacks: HVAC set back after school (78 F in summer, 66 F in winter)?				
Domestic Hot Water Circulating Pumps: Turning off all pumps except where absolutely needed for active users				
Boiler Systems, Loop Circulating Pumps, Heat Pump systems: turned off except where absolutely needed for active users				
Equipment: Is turned off in unoccupied rooms				
Shutting Down all Mechanical Cooling Systems: except those in server rooms, permanent user space (Confederation College, Contact North, Day Nurseries and libraries with sensitive materials)				
Switching off all Air Handling Units, HRV, ERV's etc...: in spaces that are not functioning during the summer as normal use except Confederation College, Day Nurseries, Pool and any other 12-month user in normal operation.				
Window Covers: Are blinds closed after school?				

Doors and Windows Closed: Are doors and windows closed when A/C or Heating is in operation?			
Air Filters: Are air filters reasonably clean?			
Timers: Are timers set properly (lights, hot water heaters, etc.)?			
Water Fixtures: Does water shut off completely when not in use (e.g. no leaks or stuck valves)?			
Booster Water Heater: Turned off immediately after last use?			
Heating Unit (Ventilators): Classrooms, hallways and vestibules units switching all breakers off?			



Superior-Greenstone District School Board

Custodial Energy

Shut Down - Checklist

Name of Head Custodian Checker: _____	School	Date	Time
Site Administrator Signature: _____			
Status: (Yes or no must be indicated)		Yes	No
1. Air conditioners are turned off ?			
2. Air conditioners set back to 80 degrees (or other summer mode strategy)?			
3. Heating turned off ?			
4. Water heaters turned off where not needed?			
5. Heating set back to 60 degrees?			
6. All cooling water fountains unplugged ?			
7. Public address system turned off ?			
8. Paper shredders, desk calculators, speakers, boom boxes, CD players, electric hole punchers, staplers, pencil sharpeners and any office equipment is turned off and unplugged ?			
9. Exhaust and ceiling fans off except where needed?			
10. Check (and reset) all time clocks and security lighting.			
11. Check and report any water fixtures that run water constantly.			
12. All unnecessary equipment turned off and unplugged ?			
13. All home economic appliances turned off and unplugged ?			
14. All boilers turned off ?			
15. All refrigerators turned off , unplugged , cleaned out and doors left open?			
16. Lights turned off in all unoccupied areas?			
17. All animals and plants taken home/out of classrooms including fish aquariums?			
18. All drink, soda, and snack machines unloaded and unplugged ?			



Superior-Greenstone District School Board

Information Technology (IT) Energy Conservation

Shut Down - Checklist

Name of IT Technician Checker: _____	School		Date	Time
Site Administrator Signature: _____				
Computers (yes or no must be indicated)	Yes	No	Notes: _____	
All Computers: in the classrooms are shut down and unplugged ?				
All Monitors: are unplugged ?				
All Computers and SMART Boards, Speakers are turned off and unplugged ?				
All Printers (networked and non-networked) are turned off and unplugged ?				
All Televisions and VCR/DVD Players Are turned off and unplugged ?				
Projector: and paraphernalia is unplugged ?				

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
<hr/>			
<i>Board Approved:</i>	September 18, 2012 May 20, 2009 December 4, 2007 March 21, 2006 March 12, 1999	<i>Reviewed:</i> September 4, 2012 April 27, 2009 September 4, 2007 January 27, 2006	<i>Review By:</i> December 2017
<hr/>			

POLICY

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees, subject to budget restraints.

PROCEDURES

1.0 Trustees/Student Trustees

- 1.1 In each budget year, each Trustee/Student Trustee is encouraged to attend the Ontario Public School Boards' Association (OPSBA) sponsored conferences. It is most desirable to have:
 - a) at least one, if not all Trustees attend at each OPSBA conference offered, including the Annual General Meeting,
 - b) the entire Trustee group attend the Public Education Symposium,
 - c) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference
- 1.2 In each budget year, each Student Trustee is encouraged to attend the Ontario Student Trustee Association (OSTA) sponsored conferences.
- 1.3 For Trustees, all OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee who makes such a request.

For Student Trustees, all OSTA sponsored conferences shall be automatically approved for attendance by any Student Trustee who makes such a request.
- 1.4 Attendance at and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application \(Appendix A\)](#) Form.
- 1.5 A [Trustee Conference/Workshop Application \(Appendix A\)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees' primary interest for attending and a list of the keynote speakers is required for review.

Requests not included on the Regular Board agenda will be considered at the following meeting.

- 1.6 Provisions shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.
- 1.7 The superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.
- 1.8 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.
- 1.9 Participation of Trustees/Student Trustees in any out-of province activity shall require prior Board approval.
- 1.10 Upon return from a conference, any Trustee/Student Trustee in attendance will provide a verbal or written report at the next Regular Board meeting.

2.0 Student Trustees

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 (eighteen) on each occasion that they travel to conferences as Student Trustees of the Board.
- ~~2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.~~

~~2.3 the guidelines for the supervision of the Student Trustees will follow Board policy.~~

3.0 Responsibility of Student Trustees at Conferences

- 3,1 As ambassadors of the Superior-Greenstone District School Board, Student Trustees shall exhibit exemplary behavior toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.



Appendix A

Superior-Greenstone District School Board

TRUSTEE CONFERENCE / WORKSHOP

APPLICATION FORM

Trustee / Student Trustee Name:

Date of Conference / Workshop: *Day(s)* *Month* *Year*

Location of Conference / Workshop:

Name of Conference / Workshop:

Provide a brief description of training and the Keynote Speaker(s) for this event.

What are the estimated expenses for this conference / workshop?

Conference / Workshop Registration:

Transportation:

Meals:

Accommodation:

What are the benefits to the Superior-Greenstone District School Board?



Superior-Greenstone District School Board

***PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE
OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS
(For students under the age of 18)***

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

ACKNOWLEDGEMENT

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: _____ Date: _____
Signature of Parent/Guardian: _____ Date: _____

PERMISSION

This will confirm that I consent to _____ attending the following
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

_____ Activity _____ Location

On _____
Date(s)

_____ Signature of Parent/Guardian _____ Date

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Management Guideline</i>	STUDENT TRUSTEE	
<i>Applicable Policy</i>	STUDENT TRUSTEE	210

| *Board Approved: September 18, 2012 December 4, 2007* | | *Reviewed: September 4, 2012 June 5, 2012* |
| | | *Review by: December 2017* |

PROCEDURE

1.0 Purpose

The purpose in electing a Student Trustee to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

2.0 Election and Term of Office

2.1 Board Resolution

A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

2.2 Term

The Student Trustee's term of office starts on August 1st of the year in which he or she is elected and ends on July 31st of the following year. Each term shall be for one (1) year only. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

2.2 Limit

A student elected as a Student Trustee shall be elected for a one year term only. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers.

2.3 Rotation of Trustees

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

2.4 Honoraria

The Student Trustee will be paid an honorarium up to \$2,500. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

- 2.5 Disqualifications
- 2.5.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.
 - 2.5.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.
 - 2.5.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

3.0 Student Trustee Advisory Committee (STAC)

- 3.1 Student Trustee Advisory Committee (STAC) means the organization composed of one student voting member from each of the five area secondary schools and the Student Trustee. STAC membership will be comprised of five students in total.
- 3.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the five area secondary schools to submit the name of one student representative.
- 3.3 It shall be the responsibility of the Student Trustee to provide leadership within STAC to ensure that the mandate, function and scope of the STAC are achieved.
- 3.4 STAC shall also facilitate the annual election of the Student Trustee.
- 3.5 Mandate of the Student Trustee Advisory Committee
 - 3.5.1 To implement a process for the annual election of a Student Trustee to the Board. The STAC members are urged to implement a process that recognizes the presence of diverse populations of the Board including the presence of Aboriginal students.
 - 3.5.2 To advise Student Trustees in matters relating to students and business of the Board.
- 3.6 Meetings and Communications
 - 3.6.1 The Student Trustee shall convene at least three (3) annual meetings of STAC.
 - 3.6.2 Meetings may be conducted via teleconference or videoconference.
 - 3.6.3 STAC will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 3.6.4 In a like manner, the Student Trustee will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during STAC meetings.
 - 3.6.5 At its first annual meeting, a chair and a recorder shall be selected from members of STAC. The Student Trustee shall report on the activities of STAC and the Student Senate to the Board at the Regular Board meetings.

3.7 Budget

A budget for the operation of STAC will be established annually in the Board's approved expenditure budget.

4.0 **The Student Senate**

- 4.1 The Student Senate means the organization composed of the members of the STAC as well as one student voting member from each of the eleven area elementary schools. Student Senate membership will be comprised of 16 students in total.
- 4.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the eleven area elementary schools to submit the name of one student representative.
- 4.3 It shall be the responsibility of the Student Trustee to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.
- 4.4 Mandate of the Student Senate
 - 4.4.1 To advise the Student Trustee in matters relating to students and business of the Board.
- 4.5 Meetings and Communications
 - 4.5.1 The Student Senate shall convene at least four (3) annual meetings of STAC.
 - 4.5.2 Meetings may be conducted via teleconference or videoconference.
 - 4.5.3 The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 4.5.4 In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.
 - 4.5.5 At its first annual meeting, a chair and a recorder shall be selected from members of the STAC. The Student Trustee shall report on the activities of the Student Senate to the Board at the Regular Board meetings.

5.0 **The Student Trustee Elections**

- 5.1 By April 30th, under the direction of the outgoing Student Trustees and STAC, there shall be an election of a Student Trustees for the upcoming term of office.
- 5.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.
- 5.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and STAC and Student Council Presidents shall jointly elect a replacement through a by-election

6.0 Student Trustee Attendance at Board Meetings

6.1 Regular Meetings

It is expected that the Student Trustees will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.

6.2 Electronic Attendance

It shall be possible for the Student Trustees to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.

6.3 Requirements

The Student Trustees shall conform to the Code of Ethics required of board members. The Student Trustees shall act in accordance with the By Laws and Rules of Order of the Board.

6.4 Committee(s)

Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

7.0 Responsibilities of Student Trustees

The Student Trustees will submit one written report on their activities and/or those related to STAC and the Student Senate at the Regular Board meetings. At their final Regular Board meeting of the year, the Student Trustees will be expected to provide an annual report.

8.0 Mentorship

8.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.

8.2 A Trustee of the Board assigned to mentor a Student Trustee shall:

- assist the Student Trustee on orientation,
- be available to discuss issues, questions or ideas that the Student Trustee may have,
- guide, coach and mentor the Student Trustee in his/her activities related to STAC and the Student Senate.
- assist the Student Trustee to organize the election of the new student trustees.

~~8.3 A Trustee or staff member will supervise/chaperone the Student Trustee(s) while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.~~

9.0 Membership

Upon election, Student Trustees will have limited membership.

9.1 MAY....

The Student Trustees MAY...

- regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),

- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
 - i) a recorded *non-binding* vote that includes the Student Trustee's vote; and
 - ii) a recorded *binding* vote that DOES NOT include the Student Trustee's vote,
- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

9.2 MAY NOT....

The Student Trustees MAY NOT...

- a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

10.0 **Miscellaneous**

10.1 Expenses

Student Trustees shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

10.2 Resources and Training

Student Trustees shall have the same access to professional development opportunities, conferences, etc as provided other trustees

10.3 Academic Performance

The Principals shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

10.4 Recognition for Student Trustee (Credit)

Student Trustees may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

10.5 Interaction with School Community

The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
<hr/>			
<i>Board Approved:</i>	September 18, 2012 May 20, 2009 December 4, 2007 March 21, 2006 March 12, 1999	<i>Reviewed:</i> September 4, 2012 April 27, 2009 September 4, 2007 January 27, 2006	<i>Review By:</i> December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees, subject to budget restraints.

PROCEDURES

1.0 Trustees/Student Trustees

- 1.1 In each budget year, each Trustee/Student Trustee is encouraged to attend the Ontario Public School Boards' Association (OPSBA) sponsored conferences. It is most desirable to have:
 - a) at least one, if not all Trustees attend at each OPSBA conference offered, including the Annual General Meeting,
 - b) the entire Trustee group attend the Public Education Symposium,
 - c) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference
- 1.2 In each budget year, each Student Trustee is encouraged to attend the Ontario Student Trustee Association (OSTA) sponsored conferences.
- 1.3 For Trustees, all OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee who makes such a request.

For Student Trustees, all OSTA sponsored conferences shall be automatically approved for attendance by any Student Trustee who makes such a request.
- 1.4 Attendance at and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application \(Appendix A\)](#) Form.
- 1.5 A [Trustee Conference/Workshop Application \(Appendix A\)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees' primary interest for attending and a list of the keynote speakers is required for review.

Requests not included on the Regular Board agenda will be considered at the following meeting.

- 1.6 Provisions shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.
- 1.7 The superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.
- 1.8 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.
- 1.9 Participation of Trustees/Student Trustees in any out-of province activity shall require prior Board approval.
- 1.10 Upon return from a conference, any Trustee/Student Trustee in attendance will provide a verbal or written report at the next Regular Board meeting.

2.0 Student Trustees

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 (eighteen) on each occasion that they travel to conferences as Student Trustees of the Board.
- ~~2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.~~

~~2.3 the guidelines for the supervision of the Student Trustees will follow Board policy.~~

3.0 Responsibility of Student Trustees at Conferences

- 3,1 As ambassadors of the Superior-Greenstone District School Board, Student Trustees shall exhibit exemplary behavior toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.



Appendix A

Superior-Greenstone District School Board

TRUSTEE CONFERENCE / WORKSHOP

APPLICATION FORM

Trustee / Student Trustee Name: _____

Date of Conference / Workshop: *Day(s)* *Month* *Year*

Location of Conference / Workshop: _____

Name of Conference / Workshop: _____

Provide a brief description of training and the Keynote Speaker(s) for this event.

What are the estimated expenses for this conference / workshop?

Conference / Workshop Registration: _____

Transportation: _____

Meals: _____

Accommodation: _____

What are the benefits to the Superior-Greenstone District School Board?



Superior-Greenstone District School Board

***PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE
OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS
(For students under the age of 18)***

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

ACKNOWLEDGEMENT

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: _____ Date: _____
Signature of Parent/Guardian: _____ Date: _____

PERMISSION

This will confirm that I consent to _____ attending the following
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

_____ Activity _____ Location

On _____
Date(s)

_____ Signature of Parent/Guardian _____ Date

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Management Guideline</i>	STUDENT TRUSTEE	
<i>Applicable Policy</i>	STUDENT TRUSTEE	210

| *Board Approved: September 18, 2012 December 4, 2007* | | *Reviewed: September 4, 2012 June 5, 2012* |
| | | *Review by: December 2017* |

PROCEDURE

1.0 Purpose

The purpose in electing a Student Trustee to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

2.0 Election and Term of Office

2.1 Board Resolution

A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

2.2 Term

The Student Trustee's term of office starts on August 1st of the year in which he or she is elected and ends on July 31st of the following year. Each term shall be for one (1) year only. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

2.2 Limit

A student elected as a Student Trustee shall be elected for a one year term only. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers.

2.3 Rotation of Trustees

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

2.4 Honoraria

The Student Trustee will be paid an honorarium up to \$2,500. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

- 2.5 Disqualifications
- 2.5.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.
 - 2.5.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.
 - 2.5.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

3.0 Student Trustee Advisory Committee (STAC)

- 3.1 Student Trustee Advisory Committee (STAC) means the organization composed of one student voting member from each of the five area secondary schools and the Student Trustee. STAC membership will be comprised of five students in total.
- 3.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the five area secondary schools to submit the name of one student representative.
- 3.3 It shall be the responsibility of the Student Trustee to provide leadership within STAC to ensure that the mandate, function and scope of the STAC are achieved.
- 3.4 STAC shall also facilitate the annual election of the Student Trustee.
- 3.5 Mandate of the Student Trustee Advisory Committee
 - 3.5.1 To implement a process for the annual election of a Student Trustee to the Board. The STAC members are urged to implement a process that recognizes the presence of diverse populations of the Board including the presence of Aboriginal students.
 - 3.5.2 To advise Student Trustees in matters relating to students and business of the Board.
- 3.6 Meetings and Communications
 - 3.6.1 The Student Trustee shall convene at least three (3) annual meetings of STAC.
 - 3.6.2 Meetings may be conducted via teleconference or videoconference.
 - 3.6.3 STAC will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 3.6.4 In a like manner, the Student Trustee will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during STAC meetings.
 - 3.6.5 At its first annual meeting, a chair and a recorder shall be selected from members of STAC. The Student Trustee shall report on the activities of STAC and the Student Senate to the Board at the Regular Board meetings.

3.7 Budget

A budget for the operation of STAC will be established annually in the Board's approved expenditure budget.

4.0 **The Student Senate**

- 4.1 The Student Senate means the organization composed of the members of the STAC as well as one student voting member from each of the eleven area elementary schools. Student Senate membership will be comprised of 16 students in total.
- 4.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the eleven area elementary schools to submit the name of one student representative.
- 4.3 It shall be the responsibility of the Student Trustee to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.
- 4.4 Mandate of the Student Senate
 - 4.4.1 To advise the Student Trustee in matters relating to students and business of the Board.
- 4.5 Meetings and Communications
 - 4.5.1 The Student Senate shall convene at least four (3) annual meetings of STAC.
 - 4.5.2 Meetings may be conducted via teleconference or videoconference.
 - 4.5.3 The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 4.5.4 In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.
 - 4.5.5 At its first annual meeting, a chair and a recorder shall be selected from members of the STAC. The Student Trustee shall report on the activities of the Student Senate to the Board at the Regular Board meetings.

5.0 **The Student Trustee Elections**

- 5.1 By April 30th, under the direction of the outgoing Student Trustees and STAC, there shall be an election of a Student Trustees for the upcoming term of office.
- 5.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.
- 5.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and STAC and Student Council Presidents shall jointly elect a replacement through a by-election

6.0 Student Trustee Attendance at Board Meetings

6.1 Regular Meetings

It is expected that the Student Trustees will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.

6.2 Electronic Attendance

It shall be possible for the Student Trustees to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.

6.3 Requirements

The Student Trustees shall conform to the Code of Ethics required of board members. The Student Trustees shall act in accordance with the By Laws and Rules of Order of the Board.

6.4 Committee(s)

Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

7.0 Responsibilities of Student Trustees

The Student Trustees will submit one written report on their activities and/or those related to STAC and the Student Senate at the Regular Board meetings. At their final Regular Board meeting of the year, the Student Trustees will be expected to provide an annual report.

8.0 Mentorship

8.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.

8.2 A Trustee of the Board assigned to mentor a Student Trustee shall:

- assist the Student Trustee on orientation,
- be available to discuss issues, questions or ideas that the Student Trustee may have,
- guide, coach and mentor the Student Trustee in his/her activities related to STAC and the Student Senate.
- assist the Student Trustee to organize the election of the new student trustees.

~~8.3 A Trustee or staff member will supervise/chaperone the Student Trustee(s) while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.~~

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Upon election, Student Trustees will have limited membership.

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The Student Trustees MAY...

- regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),

- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
 - i) a recorded *non-binding* vote that includes the Student Trustee's vote; and
 - ii) a recorded *binding* vote that DOES NOT include the Student Trustee's vote,
- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

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- a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

10.0 **Miscellaneous**

10.1 Expenses

Student Trustees shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

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Student Trustees shall have the same access to professional development opportunities, conferences, etc as provided other trustees

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The Principals shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

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Student Trustees may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

10.5 Interaction with School Community

The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name PURCHASING

303

Board Approved: January 21, 2013
October 18, 2011
June 22, 2010
May 18, 2010
Sept. 7, 2004

Reviewed: January 15, 2013
September 26, 2011
May 31, 2010
April 26, 2010
March 20, 2007

Review Before: December 2018

POLICY

Superior-Greenstone District School Board's goal when buying goods and services is to obtain maximum value for public funds expended in a manner consistent with publicly acceptable purchasing practices while meeting the educational needs of the system.

PROCEDURES

1.0 Definitions

The following definitions are understood to apply:

- a) Request for Quotation (RFQ): A Request for Quotation is an offer to execute work or supply goods when specifics are known and determined (used for smaller dollar requirements).
- b) Request for Proposal (RFP): A Request for Proposal is a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. The RFP uses predefined evaluation criteria, in which price is not the only factor.
- c) Request for Tender (RFT): A Request for Tender is a document used to request supplier responses to supply goods or services based on specific delivery requirements, performance specifications and terms and conditions. The RFT evaluation criteria are predominantly price and delivery requirements.

2.0 Supply Chain Code of Ethics

All employees involved with supply chain-related activities must conduct themselves in accordance with the Ontario Broader Public Sector Supply Chain Code of Ethics, attached as Appendix A.

3.0 Broader Public Sector (BPS) Procurement Directive

The Board will abide by and adhere to the Ontario Broader Public Sector Procurement Directive, attached as Appendix B.

4.0 Authorization to Purchase Goods & Services

Authorization to purchase goods and services in accordance with this policy is granted by the Board to Administration within the limits of the approved budgets and in accordance with the Approval Authority Schedule as set out below.

In the event that budgets have not been approved by the Board prior to the commencement of a fiscal year, the Administration is authorized to make only those purchases which are necessary for the continuation of existing programs and services.

Approval Authority Schedule

Position Title	Purchase Limit
Board of Trustees approval required	Over \$500,000
Director of Education and Superintendent of Business	\$500,000
Plant Services Manager	\$100,000
Accounting Services Manager, Coordinator of IT,	\$50,000
Principal	\$5,000

5.0 Competitive Procurement Thresholds

The purchasing process which must be used is determined by the total value of goods and services to be purchased. In the case of a multi-year lease or contract, the total payments over the life of the lease or contract including extensions shall be used to determine the total value.

It is not acceptable to break a single purchase into multiple purchases in order to reduce the estimated dollar value of the purchase and to avoid the dollar limits indicated below.

For Goods and Non-Consulting Services	
Total Purchase Amount	Purchasing Process to be Used
Less than \$250	Purchases amounting to not more than \$250 may be made by Petty Cash, Cheque Request or Purchase order. Competitive quotations are not required; however, reasonable effort must be made to ensure the best value for the Board.
More than \$250 but less than \$5,000	Purchases amounting to more than \$250 but less than \$5,000 will be made by purchase order processed directly by the department manager, school principal or designate. Competitive quotations are not required; however, reasonable effort must be made to ensure the best value for the Board.
More than \$5,000 but less than \$100,000	Purchases amounting to more than \$5,000 but less than \$100,000 will be made by purchase order after obtaining at least 3 written quotes (where possible).
\$100,000 and more	Purchases of \$100,000 or more will be made by Tender/RFP/RFQ issued by the department responsible. Supporting documentation will be held on file by the department.

For Consulting Services	
Total Purchase Amount	Purchasing Process to be Used
Less than \$100,000	Where possible, at least 2 written proposals are to be obtained from consultants clearly stating contract amount and service description prior to submitting a purchase order for approval. Supporting documentation must be attached to the purchase order or contract.
\$100,000 and more	Formal requests for proposals are to be issued by the department on an open competitive basis. Supporting documentation will be held on file in the department.

Note: Consulting services are defined as “the provision of expertise or strategic advice that is presented for consideration and decision making.” Consulting services for the purpose of this policy excludes services that are required by legislation or regulation to be provided by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries.

6.0 Non-Authorized Purchases

Goods purchased in the name of the Superior-Greystone District School Board without authorization by purchase order or other approval may be considered an obligation of the individual and not an obligation of the Board.

The Superintendent of Business has authorized the following exceptions to the requirement for a purchase order: regular utility payments, hotel accommodations, catering, groceries and purchases through Petty Cash.

7.0 Purchases for Personal Use

Items for personal use of employees may not be purchased through the Board.

8.0 Exceptions

The Superintendent of Business shall be permitted discretion in the application of item 5.0 above, if:

- a) The preferred number of competitive bids cannot be obtained, or,
- b) It is more appropriate to purchase a particular make or model or brand to ensure compatibility with existing equipment and/or procedures, or,
- c) It is more appropriate to deal with a particular supplier for reasons of service or delivery.

9.0 Tender Opening

Each tender shall be opened by the department manager in the presence of two (2) Board representatives. In most cases, the representatives will be Board Administrators.

Alternate arrangements for opening tenders may be approved by the Superintendent of Business, but must be outlined in the tender document.

10.0 Release of Tender Information

In all cases, information on a successful tender shall only be made available upon request from a supplier who had submitted a written, competitive bid for the item(s) in question.

11.0 Staff: Gifts and Gratuities

No Board employee connected either directly or indirectly with the purchasing function shall accept any gift, gratuity or any other complimentary gesture from a supplier or potential supplier to the Board.

12.0 Co-operative Purchasing

Co-operative purchasing agreements may be entered into with other public bodies with the written approval of the Superintendent of Business. In such cases, the pricing obtained by other public bodies will be accepted and there will not be any further requirement to solicit independent pricing quotations or tenders.

13.0 Superintendent of Business

Any questions regarding this policy should be directed to the Superintendent of Business.

Ontario Broader Public Sector (BPS)
Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable BPS supply chain.

1. *Personal Integrity and Professionalism*

Individuals involved with Supply Chain activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. *Accountability and Transparency*

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. *Compliance and Continuous Improvement*

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Ontario Broader Public Sector
Procurement Directive

Go to Ontario Broader Public Sector Procurement Directive

A detailed description of all the above requirements is found in the Supply Chain Guideline, issued by Ontario Ministry of Finance:

<http://www.fin.gov.on.ca/en/ontariobuys/documents/scg.html>

Broader Public Sector Procurement Directive

**Issued By
Management Board of Cabinet**

Effective April 1, 2011

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PREAMBLE

The broader public sector (BPS) Procurement Directive (Directive) replaces the BPS Supply Chain Guideline issued by the Ministry of Finance in 2009.

1. PURPOSE

The purpose of the Directive is:

- To ensure that publicly funded goods and services, including construction, consulting services, and information technology are acquired by BPS organizations through a process that is open, fair, and transparent;
- To outline responsibilities of BPS organizations throughout each stage of the procurement process; and
- To ensure that procurement processes are managed consistently throughout the BPS.

2. APPLICATION AND SCOPE

This Directive applies to all designated broader public sector organizations as provided for under section 12 of the *Broader Public Sector Accountability Act, 2010*. This Directive will be applied using a phased-in approach as outlined in the table below. The “timeline” column provides the date on which the Directive begins to apply while the “sector” column identifies the BPS group(s) to which the Directive applies. The sector groups are specified under Part I of the *Broader Public Sector Accountability Act, 2010*.

Timeline	Sector
April 1, 2011	<ul style="list-style-type: none">• Hospitals• School boards• Colleges• Universities• Community Care Access Corporations• Children’s Aid Society
January 1, 2012	<ul style="list-style-type: none">• Publicly funded organizations that received public funds of 10 million dollars or more in the previous fiscal year of the Government of Ontario

3. PRINCIPLES

This Directive is based on the five key principles that allow Organizations to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

- **Accountability**
Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.
- **Transparency**
Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- **Value for Money**
Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- **Quality Service Delivery**
Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time, in the right place.
- **Process Standardization**
Standardized processes remove inefficiencies and create a level playing field.

4. KEY DEFINITIONS

In this Directive,

“Goods and services” means any goods, construction, and services, including but not limited to IT and consulting services;

“Members of an Organization” means all trustees, members of the board of directors, senior executives, and employees of the Organization, or their equivalent;

“Organization” means every organization that is in scope for the purposes of this Directive;

“Supply Chain Activities” means all activities directly or indirectly related to the Organization’s planning, sourcing, procurement, moving, and payment processes.

5. EXEMPTIONS, EXCEPTIONS, AND NON-APPLICATIONS UNDER TRADE AGREEMENTS

Where an exemption, exception, or non-application clause exists under the *Agreement on Internal Trade* (AIT) or other trade agreement, Organizations may apply this clause when conducting procurement.

An Organization asserting that procurement is subject to an exemption, exception, or non-application clause under a trade agreement must formally establish applicability of this clause.

6. VALUE OF PROCUREMENT

When determining the value of procurement for approval purposes as outlined in this Directive, Organizations should not take into consideration applicable sales taxes.

7. MANDATORY REQUIREMENTS

7.1 SUPPLY CHAIN CODE OF ETHICS (CODE)

The Code does not supersede codes of ethics that Organizations have in place, but supplements such codes with supply chain-specific standards of practice.

Organizations must formally adopt the Code in accordance with their governance processes. The policy intent is to establish that the conduct of all Members of an Organization involved with Supply Chain Activities must be in accordance with the Code.

The Code must be made available and visible to all Members of the Organization, as well as suppliers and other stakeholders involved with Supply Chain Activities.

Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable BPS supply chain.

I. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

II. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

7.2 PROCUREMENT POLICIES AND PROCEDURES (MANDATORY REQUIREMENTS)

Organizations must comply with the requirements set forth in this Directive.

7.2.1 *Mandatory Requirement #1: Segregation of Duties*

Organizations must segregate at least three of the five functional procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals.

Where it is not feasible to segregate these roles, i.e., for smaller Organizations, adequate compensating controls approved by an external auditor must be put in place.

7.2.2 *Mandatory Requirement #2: Approval Authority*

7.2.2.1 Goods and non-consulting services

Organizations must establish an approval authority schedule (AAS) for procurement of goods and non-consulting services. The AAS must identify, for each of the functional procurement roles identified in Section 7.2.1, authorities that are allowed to approve procurements for different dollar thresholds. The AAS must be approved by the board of directors of the Organization or its equivalent.

Prior to commencement, any procurement of goods and non-consulting services must be approved by an appropriate authority in accordance with the AAS of the Organization.

Prior to commencement, any non-competitive procurement of goods or non-consulting services must be approved by an authority one level higher than the AAS requirements for competitive procurement.

7.2.2.2 Consulting services

Prior to commencement, any procurement of consulting services must be approved in accordance with the Procurement Approval Authority Schedule for Consulting Services below.

Procurement Approval Authority Schedule (AAS) for Consulting Services		
Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	Organization's AAS for goods and non-consulting services
Open Competitive	Any value	Organization's AAS for goods and non-consulting services
Non-competitive*	\$0 up to but not including \$1,000,000	President, CEO or equivalent
	\$1,000,000 or more	Board of Directors or equivalent

*Exemption-based only

Organizations must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent the approval requirements of the organizational AAS or the Procurement AAS for Consulting Services.

7.2.3 Mandatory Requirement #3: Competitive Procurement Thresholds

Organizations must conduct an open competitive procurement process where the estimated value of procurement of goods or services is \$100,000 or more. The exemptions must be in accordance with the applicable trade agreements.

Organizations must competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.

Goods, Non-Consulting Services and Construction		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 up to but not including \$100	Petty cash	Recommended
\$100 up to but not including \$3,000	Procurement card (P-card)	Recommended
\$3,000 up to but not including \$10,000	Purchase order	Recommended
\$10,000 up to but not including \$100,000	Invitational competitive procurement (minimum of three suppliers are invited to submit a bid)	Recommended
\$100,000 or more	Open competitive process	Required
Consulting Services		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 up to but not including \$100,000	Invitational or open competitive process	Required
\$100,000 or more	Open competitive process	Required

Organizations must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent competitive procurement thresholds.

7.2.4 Mandatory Requirement #4: Information Gathering

Where results of informal supplier or product research are insufficient, formal processes such as a Request for Information (RFI) or Request for Expression of Interest (RFEI) may be used if warranted, taking into consideration the time and effort required to conduct them.

A response to RFI or RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity.

7.2.5 Mandatory Requirement #5: Supplier Pre-Qualification

The Request for Supplier Qualification (RFSQ) enables Organizations to gather information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate product or service need or to identify qualified candidates in advance of expected future competitions.

Terms and conditions of the RFSQ document must contain language that disclaims any obligation of the Organization to call on any supplier to provide goods or services as a result of pre-qualification.

7.2.6 *Mandatory Requirement #6: Posting Competitive Procurement Documents*

Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

7.2.7 *Mandatory Requirement #7: Timelines for Posting Competitive Procurements*

Organizations must provide suppliers a minimum response time of 15 calendar days for procurement of goods and services valued at \$100,000 or more.

Organizations must consider providing suppliers a minimum response time of 30 calendar days for procurements of high complexity, risk, and/or dollar value.

7.2.8 *Mandatory Requirement #8: Bid Receipt*

Bid submission date and closing time must be clearly stated in competitive procurement documents. Organizations must set the closing date of a competitive procurement process on a normal working day (Monday to Friday, excluding provincial and national holidays).

Submissions that are delivered after the closing time must be returned unopened.

7.2.9 *Mandatory Requirement #9: Evaluation Criteria*

Evaluation criteria must be developed, reviewed and approved by an appropriate authority prior to commencement of the competitive procurement process.

Competitive procurement documents must clearly outline mandatory, rated, and other criteria that will be used to evaluate submissions, including weight of each criterion.

Mandatory criteria (e.g., technical standards) should be kept to a minimum to ensure that no bid is unnecessarily disqualified.

Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.

All criteria must comply with Section 7.2.14, Non-discrimination, of the Directive.

The evaluation criteria are to be altered only by means of addendum to the competitive procurement documents.

Organizations may request suppliers to provide alternative strategies or solutions as a part of their submission. Organizations must establish criteria to evaluate alternative strategies or solutions prior to commencement of the competitive procurement process. Alternative strategies or solutions must not be considered unless they are explicitly requested in the competitive procurement documents.

7.2.10 Mandatory Requirement #10: Evaluation Process Disclosure

Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving tie score.

Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified.

7.2.11 Mandatory Requirement #11: Evaluation Team

Competitive procurement processes require an evaluation team responsible for reviewing and rating the compliant bids.

Evaluation team members must be made aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process and refrain from engaging in activities that may create or appear to create a conflict of interest.

Evaluation team members must sign a conflict-of-interest declaration and non-disclosure of confidential information agreement.

7.2.12 Mandatory Requirement #12: Evaluation Matrix

Each evaluation team member must complete an evaluation matrix, rating each of the submissions. Records of evaluation scores must be retained for audit purposes.

Evaluators must ensure that everything they say or write about submissions is fair, factual, and fully defensible.

7.2.13 Mandatory Requirement #13: Winning Bid

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

7.2.14 Mandatory Requirement #14: Non-Discrimination

Organizations must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

7.2.15 Mandatory Requirement #15: Executing the Contract

The agreement between the Organization and the successful supplier must be formally defined in a signed written contract before the provision of supplying goods or services commences.

Where an immediate need exists for goods or services, and the Organization and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. The justification of such decision must be documented and approved by the appropriate authority.

7.2.16 Mandatory Requirement #16: Establishing the Contract

The contract must be finalized using the form of agreement that was released with the procurement documents.

In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Organization and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

7.2.17 Mandatory Requirement #17: Termination Clauses

All contracts must include appropriate cancellation or termination clauses. Organizations should seek legal advice on the development of such clauses.

When conducting complex procurements, organizations should consider, as appropriate, the use of contract clauses that permit cancellation or termination at critical project life-cycle stages.

7.2.18 Mandatory Requirement #18: Term of Agreement Modifications

The term of the agreement and any options to extend the agreement must be set out in the competitive procurement documents. An approval by an appropriate authority must be obtained before executing any modifications to the term of agreement.

Extending the term of agreement beyond that set out in the competitive procurement document amounts to non-competitive procurement where the extension affects the value and/or stated deliverables of procurement.

7.2.19 Mandatory Requirement #19: Contract Award Notification

For procurements valued at \$100,000 or more, Organizations must post, in the same manner as the procurement documents were posted, contract award notification. The notification must be posted after the agreement between the successful supplier and the Organization was executed. Contract award notification must list the name of the successful supplier, agreement start and end dates, and any extension options.

7.2.20 Mandatory Requirement #20: Supplier Debriefing

For procurements valued at \$100,000 or more, Organizations must inform all unsuccessful suppliers about their entitlement to a debriefing.

Organizations must allow unsuccessful suppliers 60 calendar days following the date of the contract award notification to request a debriefing.

7.2.21 Mandatory Requirement #21: Non-Competitive Procurement

Organizations should employ a competitive procurement process to achieve optimum value for money. It is recognized, however, that special circumstances may require Organizations to use non-competitive procurement.

Organization may utilize non-competitive procurement only in situations outlined in the exemption, exception, or non-application clauses of the AIT or other trade agreements.

Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by an appropriate authority within the Organization.

7.2.22 Mandatory Requirement #22: Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

To manage disputes with suppliers throughout the life of the contract, Organizations should include a dispute resolution process in their contracts.

For services, organizations must:

- Establish clear terms of reference for the assignment. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive¹ and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

7.2.23 Mandatory Requirement #23: Procurement Records Retention

For reporting and auditing purposes, all procurement documentation, as well as any other pertinent information must be retained in a recoverable form for a period of seven years.

Organizations must have a written policy for handling, storing and maintaining the suppliers' confidential and commercially sensitive information.

7.2.24 Mandatory Requirement #24: Conflict of Interest

Organizations must monitor any conflict of interest that may arise as a result of the Members' of the Organization, advisors', external consultants', or suppliers' involvement with the Supply Chain Activities. Individuals involved with the Supply Chain Activities must declare actual or

¹ As set out in the *Broader Public Sector Accountability Act, 2010* (s.10)

potential conflicts of interest. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken.

7.2.25 Mandatory Requirement #25: Bid Dispute Resolution

Competitive procurement documents must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable, and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures set out in the applicable trade agreements.

8. OTHER RELATED POLICIES

Organizations must conduct procurement activities according to the law in Ontario, including contract law, the law of competitive processes, privacy legislation, accessibility legislation and any other legislation as may be applicable.

Organizations may also be subject to various trade agreements, including but not limited to the Agreement on Internal Trade (AIT) and the Ontario–Quebec Trade and Cooperation Agreement (Ontario–Quebec Agreement).

9. DEFINITIONS

“Accountability” means the obligation of an employee, agent or other person to answer for or be accountable for, work, action or failure to act following delegated authority.

“Agreement” means the formal written document that will be entered into at the end of the procurement process.

“Approval Authority” means the authority delegated by the Organization to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.

“Award” means the notification to a proponent of acceptance of a proposal, quotation or tender that brings a contract into existence.

“Bid” means a proposal, quotation or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Proposal, Request for Tender and Request for Quotation.

“Bid Protest” means a dispute raised against the methods employed or decisions made by a contracting authority in the administration of a proposal, tender, or quotation process.

“Chief Executive Officer” means the head of operations at Organizations.

“Competitive Procurement” means a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial, competitive bids.

“Conflict of Interest” means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional’s judgment is likely to be compromised.

“Construction” means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

“Consultant” means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

“Consulting Services” means the provision of expertise or strategic advice that is presented for consideration and decision-making.

“Contract” means an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

“Designated broader public sector organization” means an Organization to which section 12 of the *Broader Public Sector Accountability Act, 2010* applies.

“Electronic Tendering System” means a computer-based system that provides suppliers with access to information related to open competitive procurements.

“Evaluation Criteria” means a benchmark, standard or yardstick against which accomplishment, conformance, performance and suitability of an individual, alternative, activity, product or plan is measured to select the best supplier through a competitive process. Criteria may be qualitative or quantitative in nature.

“Evaluation Matrix” means a tool allowing the evaluation team to rate supplier proposals based on multiple pre-defined evaluation criteria.

“Evaluation Team” means a group of individuals designated/responsible to make award recommendation. The evaluation team would typically include representatives from the Organization and subject matter expert(s). Each member participates to provide business, legal, technical and financial input.

“Goods” means moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

“Goods and Services/Goods or Services” means all goods and/or services including construction, consulting services and information technology.

“Organizations” means all organizations listed in Application and Scope, Section 2.

“Information Technology” means the equipment, software, services and processes used to create, store, process, communicate and manage information.

“Invitational Competitive Procurement” means any form of requesting a minimum of three (3) qualified suppliers to submit a written proposal in response to the defined requirements outlined by an individual/organization.

“Non-discrimination” means fairness in treating suppliers and awarding contracts without prejudice, discrimination or preferred treatment.

“Offer” means a promise or a proposal made by one party to another, intending the same to create a legal relationship upon the acceptance of the offer by the other party.

“Procurement” means acquisition by any means, including by purchase, rental, lease or conditional sale, of goods or services.

“Procurement Card (P-Card)” means an organizational credit card program primarily used for low-cost, non-inventory, non-capital items, such as office supplies. The card allows procurement or field employees to obtain goods and services without going through the requisition and authorization procedure. P-cards may be set up to restrict use to specific purchases with pre-defined suppliers or stores, and offer central billings.

“Procurement Policies and Procedures (PPP)” means a framework and mandatory requirements to govern how Organizations conduct sourcing, contracting and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, conflict of interest and contract awarding.

“Procurement Value” means the estimated total financial commitment resulting from procurement, taking into account optional extensions.

“Purchase Order (PO)” means a written offer made by a purchaser to a supplier formally stating the terms and conditions of a proposed transaction.

“Request for Expressions of Interest (RFEI)” means a document used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when a BPS organization wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. A response to a

RFEI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

“Request for Information (RFI)” means a document issued to potential suppliers to gather general supplier, service or product information. It is a procurement procedure whereby suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions. A response to an RFI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

“Request for Proposal (RFP)” means a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

“Request for Supplier Qualifications (RFSQ)” means a document used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. Organizations must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Organization to call on any supplier to provide goods or services as a result of the pre-qualification.

“Requisition” means a formal request to obtain goods or services made within an Organization, generally from the end-user to the procurement department.

“Segregation of Duties” means a method of process control to manage conflict of interest, the appearance of conflict of interest, and errors or fraud. It restricts the amount of power held by any one individual. It puts a barrier in place to prevent errors or fraud that may be perpetrated by one individual.

“Services” means intangible products that do not have a physical presence. No transfer of possession or ownership takes place when services are sold, and they (1) cannot be stored or transported, (2) are instantly perishable, and (3) come into existence at the time they are bought and consumed.

“Supplier/Vendor” means any person or organization that, based on an assessment of that person’s or organization’s financial, technical and commercial capacity, is capable of fulfilling the requirements of procurement.

“Supply Chain Activities” means all activities whether directly or indirectly related to organizational plan, source, procure, move, and pay processes.

“Trade Agreements” means any applicable trade agreement to which Ontario is a signatory.

“Supplier Debriefing” means a practice of informing a supplier why their bid was not selected upon completion of the contract award process.

A detailed description of all the above requirements is found in the Supply Chain Guideline, issued by Ontario Ministry of Finance:

<http://www.fin.gov.on.ca/en/ontariobuys/documents/scg.html>

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	FUND RAISING <i>Management Guideline Applies</i>	509
<hr/>		
<i>Board Approved:</i>	<i>Reviewed: January 15, 2013</i>	<i>Review by: December 2017</i>
	<i>March 12, 1999</i>	<i>April 25, 2006</i>

RATIONALE

The Superior-Greenstone 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.

POLICY

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-Greenstone 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, including school board staff or volunteers, 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:</i>	<i>Reviewed:</i> January 15, 2013 November 18, 2002 May 30, 2011	<i>Review by:</i> December 2017

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>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	STUDENT TRUSTEE <i>Management Guideline Applies</i>		210
<i>Board Approved:</i>	<i>Reviewed: January 15, 2013</i>		
	<i>September 18, 2012</i>	<i>September 4, 2012</i>	
	<i>December 4, 2007</i>	<i>March 31, 2007</i>	<i>Review by: December 2017</i>
	<i>March 12, 1999</i>	<i>September 24, 2007</i>	
		<i>February 22, 2005</i>	

POLICY

It is the policy of the Superior-Greenstone District School Board that there will be, one position for a non-voting Student Trustee on the Board to serve for a term of one year. The inclusion of a Student Trustee enables the perspective of students to be considered in Board decisions and provides students with valuable learning experiences.

1.0 Eligibility

- 1.1 To be eligible for appointment as a Student Trustee on the Board, an individual must meet all of the following conditions:
- a) be a full-time student in the senior division attending a secondary school operated by the board, and,
 - b) be supported in his/her candidacy by formal resolution of the student government of the school attended, and,
 - c) meet all other conditions as laid out in this policy or elsewhere in Board policy, and,
 - d) be maintaining at least a passing grade in all courses on his/her timetable.
- 1.2 The Student Trustee will originate from one of the five district high schools.

2.0 Responsibilities of the Student Trustees

- a) Attend all public meetings of the Board
- b) Participate in discussions on all current business of the Board with the exception of certain in-camera business
- c) Provide reports and make recommendations
- d) ~~Organize and chair a Student Trustee Advisory Committee~~
- e) Organize and chair the Student Senate
- f) Communicate and represent student matters and interests to the Board
- g) Communicate to the students on matters of the Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Management Guideline</i>	STUDENT TRUSTEE	
<i>Applicable Policy</i>	STUDENT TRUSTEE	210
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	
September 18, 2012	January 15, 2013	
December 4, 2007	September 4, 2012	<i>Review by: December 2017</i>
	June 5, 2012	

PROCEDURE

1.0 Purpose

The purpose in electing a Student Trustee to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

2.0 Election and Term of Office

2.1 Board Resolution

A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

2.2 Term

The Student Trustee's term of office starts on August 1st of the year in which he or she is elected and ends on July 31st of the following year. Each term shall be for one (1) year only. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

2.2 Limit

A student elected as a Student Trustee shall be elected for a one year term only. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers.

2.3 Rotation of Trustees

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

2.4 Honoraria

The Student Trustee will be paid an honorarium up to \$2,500. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

2.5 Disqualifications

- 2.5.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.
- 2.5.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.
- 2.5.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

3.0 ~~Student Trustee Advisory Committee (STAC)~~

~~3.1 Student Trustee Advisory Committee (STAC) means the organization composed of one student voting member from each of the five area secondary schools and the Student Trustee. STAC membership will be comprised of five students in total.~~

~~3.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the five area secondary schools to submit the name of one student representative.~~

~~3.3 It shall be the responsibility of the Student Trustee to provide leadership within STAC to ensure that the mandate, function and scope of the STAC are achieved.~~

~~3.4 STAC shall also facilitate the annual election of the Student Trustee.~~

~~3.5 Mandate of the Student Trustee Advisory Committee~~

- ~~3.5.1 To implement a process for the annual election of a Student Trustee to the Board. The STAC members are urged to implement a process that recognizes the presence of diverse populations of the Board including the presence of Aboriginal students.~~
- ~~3.5.2 To advise Student Trustees in matters relating to students and business of the Board.~~

~~3.6 Meetings and Communications~~

- ~~3.6.1 The Student Trustee shall convene at least three (3) annual meetings of STAC.~~
- ~~3.6.2 Meetings may be conducted via teleconference or videoconference.~~
- ~~3.6.3 STAC will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.~~
- ~~3.6.4 In a like manner, the Student Trustee will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during STAC meetings.~~
- ~~3.6.5 At its first annual meeting, a chair and a recorder shall be selected from members of STAC. The Student Trustee shall report on the activities of STAC and the Student Senate to the Board at the Regular Board meetings.~~

3.7 Budget

~~A budget for the operation of STAC will be established annually in the Board's approved expenditure budget.~~

4.0 The Student Senate

- 4.1 The Student Senate means the organization composed of the members of the STAC as well as one student voting member from each of the eleven area elementary schools. Student Senate membership will be comprised of 16 students in total.
- 4.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the eleven area elementary schools to submit the name of one student representative.
- 4.3 It shall be the responsibility of the Student Trustee to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.
- 4.4 Mandate of the Student Senate
 - 4.4.1 To advise the Student Trustee in matters relating to students and business of the Board.
- 4.5 Meetings and Communications
 - 4.5.1 The Student Senate shall convene at least three (3) meetings in each school year ~~of STAC~~.
 - 4.5.2 Meetings may be conducted via teleconference or videoconference.
 - 4.5.3 The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 4.5.4 In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.
 - 4.5.5 At its first annual meeting, a chair and a recorder shall be selected from members of the STAC **Senate**. The Student Trustee shall report on the activities of the Student Senate to the Board at the Regular Board meetings.

5.0 The Student Trustee Elections

- 5.1 By April 30th, under the direction of the outgoing Student Trustees ~~and STAC~~ and Senate, there shall be an election of a Student Trustees for the upcoming term of office.
- 5.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.
- 5.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and ~~STAC~~ Senate and Student Council Presidents shall jointly elect a replacement through a by-election

6.0 Student Trustee Attendance at Board Meetings

6.1 Regular Meetings

It is expected that the Student Trustees will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.

6.2 Electronic Attendance

It shall be possible for the Student Trustees to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.

6.3 Requirements

The Student Trustees shall conform to the Code of Ethics required of board members. The Student Trustees shall act in accordance with the By Laws and Rules of Order of the Board.

6.4 Committee(s)

Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

7.0 Responsibilities of a Student Trustees

The Student Trustees will submit one written report on their activities and/or those related to ~~STAC~~ and the Student Senate at the Regular Board meetings. At their final Regular Board meeting of the year, the Student Trustees will be expected to provide an annual report.

8.0 Mentorship

8.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.

8.2 A Trustee of the Board assigned to mentor a Student Trustee shall:

- assist the Student Trustee on orientation,
- be available to discuss issues, questions or ideas that the Student Trustee may have,
- guide, coach and mentor the Student Trustee in his/her activities related to ~~STAC~~ and the Student Senate.
- assist the Student Trustee to organize the election of the new student trustees.

8.3 A Trustee or staff member will supervise/chaperone the Student Trustee(s) while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.

9.0 Membership

Upon election, the Student Trustees will have limited membership.

9.1 MAY....

The Student Trustees MAY...

- regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),

- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
 - i) a recorded *non-binding* vote that includes the Student Trustee's vote; and
 - ii) a recorded *binding* vote that DOES NOT include the Student Trustee's vote,
- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

9.2 MAY NOT....

The Student Trustees ~~MAY NOT...~~

- a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

10.0 **Miscellaneous**

10.1 Expenses

Student Trustees shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

10.2 Resources and Training

Student Trustees shall have the same access to professional development opportunities, conferences, etc as provided other trustees

10.3 Academic Performance

The Principals shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

10.4 Recognition for Student Trustee (Credit)

A Student Trustee may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

<i>Section</i>	SCHOOLS AND STUDENTS		
<i>Policy Name</i>	ADMINISTRATION OF MEDICATION TO STUDENTS 508		
<i>Board Approved:</i>	January 21, 2013 October 20, 2008 April 24, 2006 March 12, 1999	<i>Reviewed:</i>	January 15, 2013 April 18, 2006 September 22, 2008 September 7, 2004
			<i>Review By:</i> December 2018

The Superior-Greystone District School Board is prepared to offer support and assistance, when practical, to administer to the health needs of individual students. This policy addresses situations where medication is required on an on-going basis during school hours. This policy does not address emergency situations.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	ADMINISTRATION OF MEDICATION TO STUDENTS	
<i>Applicable Policy</i>	ADMINISTRATION OF MEDICATION TO STUDENTS	508

| *Board Approved: January 21, 2013* | *Reviewed: January 15, 2013* | *Review By: December 2018* |

PROCEDURES

This procedure addresses the situation where medication is required on an on-going basis during school hours. It does not address emergency situations.

1.0 Responsibility

- 1.1 The administration of prescription and/or non-prescription medication to a student is the responsibility of the student and his/her parent(s).
- 1.2 It is the responsibility of the student and his/her parent(s) to ensure the medication is not expired.
- 1.3 It is the responsibility of the student and/or his/her parent(s) to pick up any unused medication at the end of the school year, or it will be properly disposed of by the school principal and/or his/her designate.

2.0 School Assistance

To assist in achieving as normal an educational experience as possible for students with medical needs, the Board will allow its schools to provide assistance with the administration of medication.

3.0 Voluntary Participation

It is the policy of the Board to support the voluntary participation of school staff within established guidelines and procedures.

4.0 Emergencies

This policy does not address emergency situations.

5.0 On-going Need

This policy does address the situation where medication is required on an on-going basis during school hours.

6.0 Ultimate Goal

The desired goal in all cases is to achieve a situation where the student assumes responsibility for his/her medical needs. With this goal in mind, it is anticipated that the need for assistance of this type will be limited to students in the elementary schools.

7.0 Procedures

Procedures for the administration of medication during school hours will only be adopted when all of the following requirements exist:

- a) A parent requests such assistance by submitting both:
 - Form S19-001 Parental Request for Administration of Oral Medication at School,
 - Form S19-002 Parent Authorization for Administration of Oral Medication,
- b) A licensed physician authorizes such measures, by submitting:
 - Form S19-003 Physician's Authorization for Administration of Oral Medication at School.
- c) The required medication is provided to the school within the requirements outlined in above named forms.

8.0 Duration

The procedures, when adopted, shall be of the shortest duration practical.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name BOIL WATER ADVISORY

534

*Board Approved: January 21, 2013
September 8, 2008*

Reviewed: January 15, 2013

Review by: December 2018

POLICY

Boil water advisories are public announcements advising the public that they should boil their tap water for drinking and for other uses. They are preventative measures issued to protect public health from waterborne infectious agents that could be or are known to be present in drinking water. Boil water advisories are issued by either the local public health unit or other responsible authority, or by the water utility.

In the event of a boil water advisory, the principal or designate must abide by the directions given by the appropriate authority.

PROCEDURES

1.0 Responsibilities of the Principal or Designate

- 1.1 Arrange for bottled water to be available for students, staff and visitors use.
- 1.2 Post signs indicating the problem with the water system. The signs should be posted in areas where students may have access to untreated water e.g. washrooms, drinking fountains
- 1.3 Arrange for all water systems to be turned off if possible.
- 1.4 The drinking fountains should be taken out of service. If possible the fountains should be turned off. If it is not possible to turn the water supply off to the fountains, then they should be covered in plastic and rendered inoperable.
- 1.5 Periodic announcements should be made informing the students and staff of the water situation.
- 1.6 Notify the Board office of the Advisory.
- 1.7 The principal or designate should maintain communication with appropriate authorities to determine when the boil Water Advisory is cancelled.
- 1.8 Cancel the boil water advisory only when deemed appropriate by the appropriate authorities (i.e., Ministry of Health official, Ministry of the Environment official or Municipal official).
- 1.9 Ensure that all water systems are run for an adequate amount of time in order to ensure that contaminated water is flushed out of the system.