

POLICY COMMITTEE MEETING
REVISED AGENDA

Date: Tuesday, October 11, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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1. Opening Prayer - A. Iantomasi	
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9. New Business
10. Motion to Excuse Absent Committee Members
11. Motion to Adjourn/ Closing Prayer

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, September 13, 2016

7:00 p.m.

Catholic Education Centre - Board Room
802 Drury Lane, Burlington, ON

Members Present: J. M. Rowe
A. Iantomasi
H. Karabela
J. Michael
S. Trites
A. Danko
D. Rabenda

Regrets: P. Marai
A. Quinn

Staff Present: P. Dawson, Director of Education
A. Swinden, Administrator, Strategic Communications
T. Overholt, Superintendent of Education
J. O'Hara, Executive Officer, Human Resources
L. Frees, Senior Administrator, Human Resources
F. Thibeault, Administrator, Planning Services, Planning & Assessment Services
R. Negoï, Superintendent Business Services
S. Morgan, HSTS

Recording Secretary: M. Zammit

1. CALL TO ORDER

1.1 Opening Prayer

The meeting opened at 7:00 p.m. with a prayer led by A. Danko.

2. APPROVALS

2.1 Agenda

The agenda was approved as submitted.

The following motion was presented:

#P01/16

Moved by: S. Trites

Seconded by: D. Rabenda

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 Approval of Minutes

The minutes of the June 14, 2016 Policy Committee Meeting were reviewed.

The following motion was presented:

#P02/16

Moved by: M. Rowe

Seconded by: A. Iantomasi

RECOMMENDED, that the minutes of the Policy Committee Meeting held on June 14, 2016 be approved, as submitted.

CARRIED

3. ACTION ITEMS

3.1 Policy II-24 Home to School Student Transportation (F. Thibeault/R. Negoi)

R. Negoi provided an overview and history of Policy II-24 Home to School Student Transportation.

Brief discussion ensued in regards to supply bus drivers and kindergarten protocol.

It was noted that Policy II-24 Home to School Student Transportation is a guiding principle to set distance parameters and how to determine eligibility. HSTS operating procedures cover the content of the current policy and can be found on their website www.haltonbus.ca.

In response to questions asked regarding efficiency and effectiveness of school bus operators and providers, F. Thibeault responded stating HSTS monitors and surveys service providers on an ongoing basis to ensure efficiency. It was noted if parameters are not met, HSTS will discuss what areas need to be improved to ensure the highest level of quality services to the transported students. S. Morgan stated delayed buses are monitored closely throughout the HSTS website, if a certain pattern occurs on a specific route, discussions will be made for improvements and other repercussions will be made if improvement is not seen in the given timeframe.

Discussion proceeded regarding the jurisdiction the board has over the performance of operators and providers. It was noted that the board has 50% representation in the HSTS consortium.

#P03/16

Moved by: A. Iantomasi

Seconded by: H. Karabela

Resolved, that the Policy Committee recommends that Policy II-24 Home to School Student Transportation, be forwarded to the September 20, 2016 Regular Board Meeting for approval.

CARRIED

3.2 Policy I-19 Occupational Health and Safety – annual review (J. O'Hara)

J. O'Hara spoke to Policy I-19 Occupational Health and Safety and noted that as per legislated requirements, the policy is reviewed within a twelve (12) month period. The Board's Health and Safety Officer as well as the Superintendent of Human Resources recommend no changes to Policy I-19 Occupational Health and Safety for the 2016-2017 school year.

The following was put before the Policy Committee:

#P04/16

Moved by: S. Trites

Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Policy I-19 Occupational Health and Safety be forwarded to the September 20, 2016 Regular Board Meeting for approval.

CARRIED

3.3 Policy III-15 Workplace Violence – annual review (J. O'Hara)

J. O'Hara spoke to Policy III-15 Workplace Violence and stated current legislation in the Occupational Health and Safety Act (Bill 168) states that school boards are required to review the policy annually. Policy III-15 Work Place Violence was reviewed by the Board's Health and Safety Office as well as the Superintendent of Human Resources and no changes to the policy are recommended for the 2016-2017 school year.

The following motion was put before the Policy Committee:

#P04/16

Moved by: D. Rabenda

Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Policy III-15 Workplace Violence be forwarded to the September 20, 2016 Regular Board Meeting for approval.

CARRIED

4. DISCUSSION ITEMS**4.1 Policy III-16 Workplace Harassment (J. O'Hara)**

J. O'Hara presented Policy III-16 Workplace Harassment and stated Bill 132 "Sexual Violence and Harassment Action Plan Act" received Royal Assent on March 8, 2016 and will be in force September 8, 2016. He noted the main change is the definition of workplace harassment to include workplace sexual harassment. The definition of workplace sexual harassment has also been added to Policy III-16 Workplace Harassment. The procedure has been reviewed and is in compliance with the legislation and only minor changes were made.

5. INFORMATION ITEMS**5.1 Upcoming Agenda Items (T. Overholt)**

The upcoming agenda was presented as information. T. Overholt provided the group with a proposed policy review schedule and requested feedback from the Trustees.

6. MISCELLANEOUS INFORMATION**6.1 Policy Working Committee (T. Overholt)**

The policy working group chart was presented as information.

7. CORRESPONDENCE**8. IN CAMERA**

8.1 In-camera minutes of the May 10, 2016 Policy Committee Meeting were approved as submitted.

9. NEW BUSINESS**10. MOTION TO EXCUSE COMMITTEE MEMBERS****#P05/16***Moved by: D. Rabenda**Seconded by: M. Rowe****RECOMMENDED***, that Trustee Marai and Quinn be excused.***CARRIED*****11. MOTION TO ADJOURN****#P06/16***Moved by: A. Iantomasi**Seconded by: H. Karabela****RECOMMENDED***, that the meeting adjourn.***CARRIED***

The meeting closed with a prayer led by J. Michael at 7:52 p.m.

ACTION REPORT

ITEM 3.1

OPERATING POLICY III-16 WORKPLACE HARASSMENT

PURPOSE:

To provide the updated Operating Policy III-16 Workplace Harassment and recommend that it be forwarded to the October 18, 2016 Board meeting for approval.

COMMENTARY:

Operating Policy III-16 Workplace Harassment was submitted to the Policy Committee at the September 13, 2016 as a discussion item.

Bill 132, entitled *"Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2015"* (hereinafter the "Bill") received Royal Assent on March 8, 2016 and will be in force September 8, 2016. The Bill amends various statutes with respect to sexual violence, sexual harassment, domestic violence and other matters. It also amends various provisions of the *Ontario Occupational Health and Safety Act* to require employers to implement specific workplace harassment policies and procedures and ensure that incidents and complaints of workplace harassment are properly investigated.

The definition of workplace harassment under the *Occupational Health and Safety Act* has been revised and expanded to include workplace sexual harassment. Workplace harassment now means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment.

As a result, workplace sexual harassment is now specifically protected by the Act. The following definition of workplace sexual harassment has been added:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

As a result, the Board is required to update our current Operating Policy III-16 Workplace Harassment to reflect these changes. The revised policy to reflect these changes is **attached for Trustees' consideration**.

RECOMMENDATION:

Moved by:

Seconded by:

Resolved, that the Policy Committee recommends that Policy III-16 Workplace Harassment, be forwarded to the October 18, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY:

J. O'HARA

EXECUTIVE OFFICER, HUMAN RESOURCES SERVICES

REPORT SUBMITTED BY:

P. DAWSON

DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free from all types of workplace harassment including, but not limited to, sexual, racial, ethnocultural or other harassment related to any grounds identified within the Human Rights Code, such as harassment related to a physical or mental disability.

APPLICATION & SCOPE

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace harassment by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from harassment, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

PRINCIPLES

The Halton Catholic District School Board is committed to providing a working environment in which all employees are treated with respect and dignity, free from any form of harassment.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace.

The Halton Catholic District School Board is committed to providing a learning and working environment that is safe, harmonious and sensitive to the needs and well-being of the individual employee and student.

The Board will not tolerate any discrimination or harassment contrary to the Human Rights Code against any employee, student or visitor in the course of any of the Board's operations.

DEFINITIONS

1. DEFINITION OF WORKPLACE HARASSMENT

Workplace Harassment means: a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or b) workplace sexual harassment. The normal proper exercise of supervisory responsibilities, including training, evaluation, counseling, and discipline when warranted, does not constitute workplace harassment.

2. DEFINITION OF WORKPLACE SEXUAL HARASSMENT

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

3. DEFINITION OF WORKPLACE

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

REQUIREMENTS

1. INFORMATION AND INSTRUCTION WITH RESPECT TO WORKPLACE HARASSMENT:

- a) The Board will provide an employee with,
 - i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace harassment; and
 - ii. any other prescribed information.

2. PROGRAM TO IMPLEMENT THE POLICY WITH RESPECT TO WORKPLACE HARASSMENT:

- a) The Board will develop and maintain a program to implement the policy with respect to workplace harassment.
- b) Without limiting the generality of paragraph a) above, the program will include:
 - i. measures and procedures for employees to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
 - ii. how incidents or complaints of workplace harassment will be investigated and dealt with;
 - iii. how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law; and
 - iv. how an employee who has allegedly experienced workplace harassment and the alleged harasser (if s/he is an employee of the Board) will be informed of the results of the investigation and of corrective action that has been, or will be taken.
- ~~i. include measures and procedures for workers to report incidents of workplace harassment to the Board or the supervisor;~~

- ~~ii. — set out how the Board will investigate and deal with incidents and complaints of workplace harassment in a fair and timely manner, and~~
- ~~iii. — include any prescribed elements.~~

3. POSTING OF THE POLICY:

- a) The policy and procedures concerning workplace harassment will be posted at a conspicuous place in the workplace.

4. REVIEW OF THE POLICY:

- a) The Board will review the policy with respect to workplace harassment as often as is necessary, but at least annually.

5. DUTIES OF THE SUPERVISOR:

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All persons in its learning/working environment will:

- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;

REQUIREMENTS CONT'D....

- respect the rights of others;
- show proper care and regard for Board property and for the property of others;
- demonstrate honesty and integrity; and
- respect the need of others to work in an environment of learning and teaching.

The Board strives to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- be aware and sensitive to issues of harassment;
- support individuals who are, or have been targets of harassment;
- prevent harassment through training;
- take all allegations of harassment seriously and respond promptly;
- provide positive role models; and
- not demonstrate, allow or condone behaviour contrary to the policy, including reprisals.

The Director of Education through Human Resources Services has the responsibility to designate resources for ensuring the implementation of an d compliance with this policy.

The Director of Education through Human Resources Services will ensure that new employees receive a copy of this policy and ensure that it will be highlighted at orientations for new principals and supervisors and at parent meetings.

6. DUTY To COMMUNICATE:

All principals must review this policy and associated Administrative Procedure VI-4 Complaint Resolution Process on an annual basis with staff at the start of each school year. The principal must ensure that all teaching and support staff in the building who may have been absent on the day of the review of the policy, review the policy and procedure at a later date.

7. SPECIFIC TYPES OF WORKPLACE HARASSMENT:

A) EXAMPLES OF SEXUAL HARASSMENT MAY INCLUDE THE FOLLOWING:

- Sexual advances or requests for sexual favours which are known or ought reasonably to have been known by the person making the advances to be unwelcome.
- Sexually oriented remarks or behaviours which are known or ought reasonably to have been known by the person making the remarks and/or engaging in the behaviour to be unwanted or unwelcome.

REQUIREMENTS CONT'D....

- The display of sexually explicit or exploitative pictures, cartoons or jokes within the Board premises or on Board property or the telling of jokes of a sexual nature.
- Conduct involving unwanted or unnecessary physical contact or comment with a sexual innuendo that might be expected to cause discomfort, offence or humiliation.
- A reprisal for the rejection of a sexual advance or a request for sexual favours where the reprisal is made or threatened by a person in a position to grant, confer or deny a benefit, privilege or advancement.

SEXUAL HARASSMENT DOES NOT INCLUDE:

- An occasional or appropriate comment which a reasonable person in the circumstance, would not take to have an unwelcome sexual connotation.
- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.
- Conduct which both parties find acceptable such as: an occasional compliment or remark of a non-sexual nature, voluntary relationships to which neither party objects.

B) RACIAL/ETHNOCULTURAL HARASSMENT:

Written, verbal and/or physical actions which express negative attitude, derogation and/or hatred for a person or group of persons based on their race, ancestry, place of origin, colour, ethnic origin, citizenship or creed. Racial/ethnocultural harassment can be overt or subtle, intentional or unintentional, and may include but is not limited to, the following behaviours:

- Physical or verbal abuse or threat.
- Demeaning comments, jokes, remarks, innuendoes or taunting about a person or group of persons' race ancestry, place of origin, citizenship or creed which are known or ought reasonably to be known, to be unwelcome.
- Display or distribution of racist pictures, graffiti or other derogatory material.
- Practical jokes or insulting gestures based on racial or ethnic grounds which are known or ought reasonably to be known to be unwelcome.
- Exclusion, avoidance or condescension because of race or ethnocultural background.
- Negative remarks about a racial/ethnocultural group in the presence of any individual, whether a member of a group or not, which creates a poisoned environment, or a series of individual incidents which, when viewed in totality, can be seen to have a negative impact upon an individual or group.

7. REPRISAL:

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses. The Board will take all reasonable and practical measures to prevent

REQUIREMENTS CONT'D....

reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

8. COMPLAINTS:

All employees have a right to complain about harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an information resolution. The first step is to inform the individual that his/her behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop workplace harassment, supervisory and managerial personnel must address and attempt to resolve complaints under this policy and procedure in a timely fashion and keep records of complaints and any subsequent response or action taken.

9. ATTENDANT PROCEDURES:

The Director of Education shall establish administrative procedures relative to the complaint process in collaboration with Human Resources Services.

The Executive Officer, Human Resources Services shall be responsible for implementing and monitoring this policy and its attendant administrative procedures.

APPROVED : Regular Meeting of the Board

AUTHORIZED BY :
Chair of the Board

DRAFT

ACTION REPORT

ITEM 3.2

Policy III-17 Attendance Support Program

PURPOSE:

To provide to the Board of Trustees for their consideration *Policy III-17 Attendance Support Program* to be provided to the Board for second and third reading.

BACKGROUND:

Human Resources has had a long standing practice of monitoring employee absences. In 1996 an Administrative Procedure was established to formalize the expectations for absence reporting.

When the Board introduced the Automated Attendance System, information was sent to all employees on how to use the system to report absences and obtain coverage during their absences. Staff found the automated system much more effective in providing accurate ongoing records for employee attendance.

The continued growth of the Board presented staff with challenges with Attendance Management. In October 2009, the Attendance Support Program was expanded. It clearly spells out the procedure and its' parameters. This information was distributed to all union groups and employees and is posted on StaffNet. It has checks and balances in place to ensure that we support the culture of inclusion and our commitment to meeting the needs of individuals while adhering to the legislation requirements under the *Ontario Human Rights Code* and the *Workplace Safety and Insurance Act*, with respect to employment accommodation and successful return to work.

The Regional Internal Audit Committee conducted an audit of Attendance Management Support in 2011-2012 as part of the Regional Internal Audit Plan. The Regional Internal Audit's recommendations were presented to the Audit Committee at the November 20, 2012 meeting. The Audit Committee Minutes from November 20, 2012 were presented to the Regular Board In-Camera meeting on April 2, 2013 as information. One of the findings was that there was no overarching policy statement for the Attendance Management Program to oversee the related procedures on Attendance Support Program, Claims Management, Wellness & Employee Assistance Program.

In addition, the committee recommended that the policy should be reviewed by the Administrative Council and/or Policy Committee, approved by the Board of Trustees, and made available publicly and internally, by posting it on the School Board's website and StaffNet. This policy would demonstrate the School Board's continuous commitment to monitor and provide support to employees on attendance management.

Attendance Support fosters an environment that encourages support of employees and promoting a healthy work environment thus improving and sustaining the quality of services through consistent and regular attendance at work.

To assist and facilitate the early return of staff, Human Resources Staff hired an Attendance Management Officer in September 2013. As has been our long standing practice, Attendance Management Statistics are presented to the Board and we continue to work with Departments within our Board to continue to closely monitor and address any individual attendance concerns.

On September 8, 2015, the draft policy was brought to the Policy Committee where it was approved. It was presented at the September 15, 2015 Board meeting at Second Reading but was defeated. It was requested to be reviewed again by Trustees at the March 2016 Policy Committee meeting where Trustees expressed a desire to embed language from the current Administrative Procedure into the Policy.

Staff have reviewed this request and have consulted the Board's legal counsel on the possible implications and restrictions to Management flexibility to respond to the ever changing legal landscape when it comes to Attendance Support issues. This legal opinion was provided at the May 10, 2016 Policy Committee meeting.

The policy was presented to the Policy Committee on as a Discussion Item on June 14, 2016 and to the Board for first reading on June 21, 2016. Trustees requested that the policy be distributed for Stakeholders input which is attached as **Appendix A**. Staff have reviewed the Stakeholder feedback and are recommending no further changes to the policy.

The following recommendation is presented for the consideration of the Board:

RECOMMENDATION:

Moved by:

Seconded by:

Resolved, that the Policy Committee recommend that Board Policy III-17 Attendance Support Program be forwarded to the October 18, 2016 Regular Board Meeting with a recommendation to approve for Second and Third Reading.

REPORT PREPARED

J. O'HARA

& SUBMITTED BY:

EXECUTIVE OFFICER, HUMAN RESOURCES SERVICES

REPORT APPROVED BY:

P. DAWSON

DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Stakeholder Comments

Policy III-17 Attendance Support Program

From: OECTA, Halton Elementary Unit

Re: OECTA HEU Stakeholder response: Operating Policy 111-17 Attendance Support

OECTA HEU Stakeholder response: Operating Policy 111-17 Attendance Support

Operating Policy 111-17 is both arbitrary and discriminatory.

It also violates the Halton Elementary Teachers' Collective Agreement.

This response is without prejudice or precedent.

The Application and Scope of the Policy tasks "all supervisory personnel to monitor attendance of their staff. This includes holding coaching and counselling meetings regarding attendance when there is a concern about an employee's lack of regular attendance. It is also the duty of all supervisors within the Board to report to Human Resources Services any individual absence or attendance pattern that, in their opinion, warrants further investigation."

Supervisors are being authorized to question teachers, comment and speculate on their medical issues. The board, nor it's agents have a right to know diagnosis about an employee so other than knowing that an employee attended a medical/ dental appointment - which teachers have the right to do without authorization- or that the employee was ill, what is it that a supervisor can ask or speculate about? Teachers account for the absences addressed in Attendance Management meetings by coding them into SmartFind, using either a personal illness code or the medical/dental appointment code. Are the purpose of these meetings with supervisors to advise teachers to come to work when injured or ill - which will cause illness to spread among both staff and students in the worksite? Are the purpose of these meetings with supervisors to harass teachers? How have supervisors been properly trained to ascertain if a subordinate employee was truthful when being absent for the purpose of personal illness day or a medical/dental appointment?

Teachers are called into Attendance Management meetings, often as a result of supervisors contacting Human Resources. In a meeting where "The program is a process of addressing absenteeism and is supporting and non-disciplinary in nature." this appears to be only punitive.

At the end of meetings teachers are told that their innocent absences will be monitored by HR and the expectation is that they will be less sick, require fewer medical/dental appointments in the following year. Not only is this non-supportive and disciplinary, it is somewhat threatening to our teachers who go to work

and teach students who regularly come to school ill. The board does not address this underlying cause of teacher illness.

This policy violates the Halton Elementary Unit Teacher Collective Agreement. Authorization is not required for medical/dental appointments nor bereavement. This statement violates the following clauses:

Part A - Article 3

Part B - Article 9

Please note that the Association will file grievances accordingly if this policy is passed.

Finally, under Requirements, the statement in the third bullet not only inaccurately states that “unless the employee has received authorization to be absent to deal with a personal matter, such as a medical/dental appointment or bereavement...” it also only lists unpaid leaves that employees can access for reasons such as “sudden family illness or death” that are covered under provisions under the CA that allow for paid leaves such as bereavement. The impact of such a statements will knowingly mislead members and diminished established rights.

The implementation of this policy undermines the health and well-being of teachers.

The Earned Leave Plan is currently in effect in the OECTA collective agreements and provides incentives to permanent teachers (which are cost saving to the board) who take fewer paid leave days than the bargaining Unit average calculated for the previous school year. This may motivate those who can to take fewer paid leave days and for those who cannot, the do not receive the incentive but neither would they be subject to meetings that are both arbitrary and discriminatory.

Suspending the Attendance Support Program for teachers, to allow the incentive program time to demonstrate its value to the board would truly be “supportive and non-disciplinary.”

From: St. Brigid council

Okay from St Brigid. No further feedback.
CSC chairs responded via email to Principal.

From: Lynne Aguiar

I do not take time off work.

PURPOSE

The Halton Catholic District School Board ("the Board") is committed to creating and maintaining a healthy work environment for all employees. The Attendance Support Program is designed to assist employees experiencing frequent absences from work due to illness or injury.

APPLICATION AND SCOPE

This policy applies to all Board employees. This includes all employees represented by CUPE Local 2888, 3166, 4605, 5200, 5200 Unit B, OECTA Elementary and OECTA Secondary, APSSP and all non-union and Management employees.

~~The focus of this program is to understand and offer support to employees whose absences are beyond the scope of their control (referred to as non-culpable absences). Culpable absences (absences which are in the control of the employee) will be dealt with through the Board's progressive discipline procedure.~~

This Attendance Support Program Policy requires the Director to create and implement an Attendance Support Program. The program is a process of addressing absenteeism and is supportive and non-disciplinary in nature.

The intent of the Attendance Support Program is to:

- Support regular attendance of all employees as an essential element of their employment;
- Advise employees of the support services available; and
- Allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

It is also the duty of all supervisory personnel to monitor the attendance of their staff. This includes holding coaching and counselling meetings regarding attendance when there is a concern about an employee's lack of regular attendance. It is also the duty of all supervisors within the Board to report to Human Resources Services any individual absence or attendance pattern that, in their opinion, warrants further investigation.

The Human Resources Services department will monitor attendance and report attendance statistics to the Board on a regular basis.

PRINCIPLES

The Halton Catholic District School Board is committed to providing a learning and working environment that is safe, harmonious and sensitive to the needs and well-being of the individual employee and student.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Governing Values. Guiding Principles.

By fostering an environment that encourages support of employees and promoting a Healthy Work Environment, this program should also improve the quality of service to students through consistent and regular attendance of employees at work.

All employees contribute to the Board's Mission and Vision Statements and their regular attendance at work is required to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work amongst colleagues.

REQUIREMENTS

- The Halton Catholic District School Board is committed to the overall health and wellness of its staff. This is exemplified by the existence of the Employee Assistance Program ("EAP"), the comprehensive Wellness Program offered by the Board and the existence of local site-based Joint Health and Safety committees.
- It is a required term of employment that employees will attend work on a regular basis and will provide their services in return for the salaries wages and benefits for which they are compensated. Irregular attendance at work has a detrimental effect on the delivery of the services provided by the Board to its students, staff and other members of the school community.
- All employees of the Board are expected to attend to personal matters outside of their working hours, unless the employee has received authorization to be absent to deal with a personal matter, such as a medical/dental appointment or bereavement, where such matter is of overriding importance and cannot be dealt with outside of normal working hours, or unless the matter is an "emergency" which entitles the employee to claim emergency leave under the Employment Standards Act (e.g. sudden family illness or death).
- The Board is committed to differentiating between culpable and non-culpable absenteeism. Culpable absenteeism is defined as absences which are in the control of the employee, whereas non-culpable absences are outside of the control of the employee.

- Culpable absenteeism will be dealt with through the Board's progressive discipline procedure. Attendance support is available for staff members whose absences are beyond the scope of their control which is referred to as *Innocent Absenteeism* or non-culpable absenteeism.
- Attendance Support is intended to differentiate between disability management and attendance management.
- The Halton Catholic District School Board endeavours to ensure that all employees of the Board are aware of, and receive the appropriate support(s) that is available to them, to ensure a healthy workforce.
- The Halton Catholic District School Board requires that its employees properly record and report their absences in accordance with Board policy and their respective collective agreement.
- The Halton Catholic District School Board supports a culture of inclusion and is committed to meeting the needs of individuals within the organization and to adhere to the legislative requirements under the *Ontario Human Rights Code* and the *Workplace Safety and Insurance Act*, with respect to employment accommodation and successful return to work.

This Attendance Support Program Policy requires the Director to create and implement an Attendance Support Program. The program is a process of addressing absenteeism and is supportive and non-disciplinary in nature.

The intent of the Attendance Support Program is to:

- Support regular attendance of all employees as an essential element of their employment;
- Advise employees of the support services available; and
- Allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

It is also the duty of all supervisory personnel to monitor the attendance of their staff. This includes holding coaching and counselling meetings regarding attendance when there is a concern about an employee's lack of regular attendance. It is also the duty of all supervisors within the Board to report to Human Resources Services any individual absence or attendance pattern that, in their opinion, warrants further investigation.

The Human Resources Services department will monitor attendance and report attendance statistics to the Board on a regular basis.

The operational details of this program are outlined in the Board Human Resources Services Administrative Procedure – "Attendance Support Program" (VI-76).

DISTRIBUTION : Board Members, Administration, Principals and Staff

AUTHORIZED BY :
Chair of the Board

DRAFT

ACTION REPORT**ITEM 3.3****POLICY I-31 – APPAREL PURCHASES AND FAIR LABOUR PRACTICES****PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy I-31 Apparel Purchases and Fair Labour Practices* as recommended by staff.

COMMENTS:

The revised policy was reviewed and discussed at the June 14, 2016 Policy Committee, in response to Trustee's request, and as preparation for the upcoming Request for Proposal (RFP) for school uniforms. The proposed amendments, marked in red, are minor in nature with exception of the following:

Requirements Item #2:

The 'Statement of Compliance' has been deleted and now references newly created Appendix A – Apparel Supplier Compliance Form which includes the 'Statement of Compliance'.

Requirements Item #6.1.viii:

Has been deleted. The Board has not maintained or received value through memberships with any third party monitoring organizations since the Ontario Catholic Affiliate of the Worker's Rights Consortium disbanded in 2012. Furthermore, communications with third party monitoring organizations is sufficiently covered in item #6.1.viii and HCDSB's Catholic values remain as the driving force of this policy as stated in the first paragraph under the "Principles" section.

RECOMMENDATION

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that amended Board Operating Policy I-31 Apparel Purchases and Fair Labour Practices be forwarded to the October 18, 2016 Regular Meeting of the Board meeting for approval.

REPORT PREPARED BY: D. TKALCIC, PURCHASING MANAGER

A. LOFTS, SENIOR ADMINISTRATOR, FINANCIAL SERVICES

R. NEGOI, SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT SUBMITTED BY: P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



APPAREL SUPPLIER COMPLIANCE FORM

NAME OF COMPANY

ADDRESS

CITY

POSTAL CODE

TELEPHONE

FAX

EMAIL

CONTACT NAME

CONTACT POSITION

STATEMENT OF COMPLIANCE:

"The supplier hereby warrants, represents and agrees, that any of its subcontractors, servants, agents or suppliers will, at all times during the term of this agreement and extended term, comply and adhere to all of the provisions of the Board's policy I-31. Breach of any provision of the Board policy, or failure to reasonably satisfy the school/Board that the suppliers continually adhere to the policy during the term of this agreement will entitle the school/Board in its sole and absolute discretion, to provide written notice of termination of this agreement effective immediately. Notwithstanding said written notice of termination, the supplier shall complete all existing orders with parents of the school but shall not accept or solicit any further orders from parents of the school/Board after receipt of the written notice."

NAME OF SIGNING OFFICER (PRINT)

SIGNATURE OF SIGNING OFFICER

DATE

06/16

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****APPAREL PURCHASES AND
FAIR LABOUR PRACTICES**

Policy No.: **I-31**
Date: June 7, 2005
Amended: October 16, 2012
Amended: November 19, 2013
Amended: October 18, 2016

PURPOSE

To require the Board to take all reasonable measures to insure that clothing, be it school uniforms, physical education uniforms, athletic uniforms, spirit wear, corporate wear, employee uniforms, be acquired from suppliers where goods are produced under just, safe and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization.

APPLICATION AND SCOPE

This policy applies to all apparel purchasing activities carried out by all Board departments, schools and services.

PRINCIPLES

The requirement that clothing products supplied to or authorized by the Board be produced under just, safe and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization gives witness to our Catholic faith and the social teachings of the Catholic Church.

The dignity of the human person is contingent, in part, upon dignified conditions for human work.

All parties to any apparel purchase jointly bear the moral obligation to insure that finished clothing and the products from which it is made, have been produced under safe, just and fair working conditions.

Commercial entities seeking to do business with the Board will commit under contract to supplying apparel obtained and/or produced under safe, just, and healthy fair working conditions as defined under the International Labour Organization (ILO) and/or local labour laws, whichever standard is higher.

Non-compliance, with the labour standards mentioned above, on the part of companies, their subsidiaries, sub-contractors and suppliers whose apparel is sold under contract in this Board constitutes sufficient cause for a determination of breach of contract between the Board and any contractor.

REQUIREMENTS

1. Preference in the awarding of contracts will be given to suppliers which use the services of third party monitoring agencies acceptable to the Board, whose function is to monitor and report on the labour practices and conditions where the supply of raw material, textile products and finished apparel are produced.
2. ~~Companies/s~~Suppliers ~~will shall~~ be required to include and adhere to, in any purchase or purchase agreement, a declaration of compliance to this policy. (Appendix A – Apparel Supplier Compliance Form). ~~the following provision in any purchase or exclusive licence agreement:~~

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****APPAREL PURCHASES AND
FAIR LABOUR PRACTICES**

Policy No.:	I-31
Date:	June 7, 2005
Amended:	October 16, 2012
Amended:	November 19, 2013
<u>Amended:</u>	<u>October 18, 2016</u>

~~"The supplier hereby warrants, represents and agrees, that any of its subcontractors, servants, agents or suppliers will, at all times during the term of this agreement and extended term, comply and adhere to all of the provisions of the Board's policy. Breach of any provision of the Board policy, or failure to reasonably satisfy the school/Board that the suppliers continually adhere to the policy during the term of this agreement will entitle the school/Board in its sole and absolute discretion, to provide written notice of termination of this agreement effective immediately. Notwithstanding said written notice of termination, the supplier shall complete all existing orders with parents of the school but shall not accept or solicit any further orders from parents of the school/Board after receipt of the written notice."~~

3. Prior to the signing of any contract/licence agreement, suppliers shall disclose to the Board information regarding each manufacturing facility and subcontractor including:

3.1 The names, addresses, e-mail, fax numbers and other details relating to the sites/factories where the apparel is produced.

3.2 The same information as in 3.1 when new sites/factories are used for the production of the apparel.

4. Prospective suppliers must agree to conduct their own monitoring and review process to ensure that the manufacturing sites adhere to the ethical standards and labour codes agreed upon in this policy.

4.1 Suppliers/~~companies~~ must provide the Board with credible and transparent yearly reports indicating ~~that progress is being made on~~ compliance with ~~the this~~ policy. ~~This reporting shall~~ The reports shall include:

- a) Information on suppliers' monitoring and verification programme(s);
- b) The name of the third party auditing organization and the findings of monitoring and third party audits including a summary of corrective action taken;
- c) The same information as in 4.1 b) when a change of third party auditor is made by a supplier.

5. In any instance where an apparel producer is found ~~not~~ to be ~~in non-compliance~~ compliance with the provisions of the policy, the Board will insist that corrective action be taken by the producer in the shortest period of time possible but not longer than six (6) months. If the supplier/licensee/producer fails/refuses to rectify the concerns to the satisfaction of the Board's designate, the Board shall terminate the contract on 30 days notice.

6. ~~Purchasing Services shall:~~ Responsibilities.

6.1 ~~Set up and observe a process to~~ Purchasing Services Department shall:

- i) Review legitimate non-adherence complaints to this policy;
- ii) Inform ~~apparel purchasers, within the Board~~ within-Board purchasers, of the policy requirements;

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****APPAREL PURCHASES AND
FAIR LABOUR PRACTICES**

Policy No.: **I-31**
Date: June 7, 2005
Amended: October 16, 2012
Amended: November 19, 2013
Amended: October 18, 2016

- iii) Assist within-Board purchasers to achieve compliance with this policy;
- iv) Communicate with the designated third party affiliate for the purpose of obtaining information pertaining to apparel suppliers that comply with this policy;
- v) Inform apparel suppliers of the requirements of this policy;
- vi) Address breeches of this policy with a view to ~~termination of~~ terminate contracts with ~~companies-suppliers~~ that are unable or unwilling to comply with this policy;
- vii) Communicate with the Director and Board Senior Staff regarding proposed contract terminations with apparel suppliers.
- ~~viii) — Maintain membership status and correspondence with a third party monitoring organization endorsed by the Catholic Church in Canada.~~

6.2 All purchase agreements will include statements pertaining to the requirements of this policy which properly inform suppliers of the conditions leading to possible termination of agreements.

6.3 All purchases of school apparel will comply with the Board's Purchasing Policy I-25 and Purchasing Administration Procedures VI-11.

APPROVED: Regular Meeting of the Board,

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by:

Chair of the Board

ACTION REPORT

ITEM 3.4

POLICY I-01 CATHOLIC SCHOOL SUPPORT

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Operating Policy I-01 Catholic School Support* as recommended by staff.

COMMENTS:

Policy I-01 Catholic School Support was last reviewed and amended on September 5, 2006. As part of the policy evaluation cycle, staff reviewed Policy I-01 Catholic School Support and identified enhancements should be introduced to clarify the purpose of the policy, and align it with the current regulations and funding for Catholic education.

Enhancements include encouraging parents and guardians to direct their school support to the Catholic Board as a means to enhance data collection for apportionment studies, and for determining the number of supporters within the jurisdiction of the Board.

Lastly, the update will also require minor updates to the Board's Administrative Procedure: VI-19 Admissions to Schools, Elementary and Secondary. A full review of the Administrative Procedure will be undertaken during this school year to ensure consistency with current Board policies and procedures.

CONCLUSION:

The changes proposed in the amendments to Operating Policy I-01 Catholic School Support seek to better explain the policy and its purpose and importance for the Board.

RECOMMENDATION:

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that amended Board Operating Policy I-01 Catholic School Support be forwarded to the October 18, 2016 Regular Meeting of the Board for approval.

REPORT PREPARED BY: F. THIBEAULT, ADMINISTRATOR, PLANNING SERVICES

REPORT SUBMITTED BY: R. NEGOL, SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To inform Halton Catholic District School Board employees, students, parents, guardians, and the general Halton Region community of the importance of directing their school support to the Catholic system.

APPLICATION AND SCOPE

This policy applies to all ratepayers who wish to endorse the Catholic school system, namely in the Halton Region, through the Direction of School Support (DOSS) process.

REFERENCES

Direction of School Support Form

Lease Form

Administrative Procedure: VI-19 Admissions to Schools, Elementary and Secondary

Ontario Regulation 412/00: Elections to and Representation on District School Boards

PRINCIPLES

~~Since the quality of programs and basic educational services of a system are dependent upon the financial capability of a board,~~ The Halton Catholic District School Board is committed to the task of providing for its students. Accordingly, the Board will make all efforts to secure a provincial interest and demonstrate the support for the Catholic education system in the Province of Ontario.

~~and since it is the children who are deprived of the benefits of these services when they are not provided because of financial limitations, the Halton Catholic District School Board commits itself to the task of securing all assessment dollars to which it is properly entitled under the province's student based funding model.~~

~~The Halton Catholic District School Board,~~ therefore, encourages those employees who are eligible to be Catholic school ratepayers to direct their school ~~tax~~ support to the Catholic school system in which they reside.

~~The Board also would also~~ encourages all parents and or guardians who have a child or children attending a catholic elementary or secondary school to direct their school support and demonstrate their endorsement of the Catholic school system in which they reside, as well as to enhance the data collection used by the Board, Region, and the Province to measure the apportionment of students.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****CATHOLIC SCHOOL SUPPORT****Operating Policy:****I-01****Date:** September 21, 1971**Amended:** March 10, 1987**Amended:** September 5, 2006**Amended:** October XX, 2016

As per Ontario Regulation 412/00, the total number of supporters within the jurisdiction of a board is also an indicator of the number of trustees that will be allocated to the Board. The jurisdiction of the Board includes the municipalities of the City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville.

The ratepayers that direct their school support to the Catholic system will be permitted to vote for Catholic school trustees in Municipal Elections.

APPROVED: Regular Meeting of the Board

~~DISTRIBUTION: Board Members, Administration, Principals & Staff~~

AUTHORIZED BY:
Chair of the Board

ACTION REPORT

ITEM 3.5

POLICY V-07 DONATIONS/BEQUESTS TO A SCHOOL OR TO THE BOARD

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Operating Policy V-07 Donations/Bequests to a School or to the Board* (formerly *Cash Donations/Bequests to a School or to the Board*) as recommended by staff.

COMMENTS:

Policy V-07 *Donations/Bequests to a School or to the Board* was last reviewed and amended on October 6, 2009. As part of the policy evaluation cycle, staff reviewed Policy V-07 *Donations/Bequests to a School or to the Board* and identified minor changes. It is recommended that the name of the policy be changed to remove the word "Cash" as donations can be made by cheque, credit card, or electronically.

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that amended Board Operating Policy V-07 *Donations/Bequests to a School or to the Board* be forwarded to the October 18, 2016 Regular Meeting of the Board for approval.

RECOMMENDATION:

REPORT PREPARED BY: A. LOFTS, SENIOR ADMINISTRATOR, FINANCIAL SERVICES

REPORT SUBMITTED BY: R. NEGOT, SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD*****CASH DONATIONS / BEQUESTS TO A SCHOOL OR TO THE BOARD*****POLICY No.: V-07****DATE : MARCH 27, 1990****AMENDED: JULY 30, 1991****AMENDED: OCTOBER 6, 2009****AMENDED: OCTOBER XX, 2016****PURPOSE**

The Halton Catholic District School Board endorses the receipt of donations and bequests to the school system or to specific schools. In response of such donation/bequests, the Board has established the following policy which shall be administered by the Superintendent of Business Services and Treasurer of the Board.

APPLICATION AND SCOPE

The procedures described herein shall apply to ~~cash~~ donations to the Board or school(s) by community groups, industry, associations, individuals and bequests; and shall apply to each ~~cash~~ donation ~~that is equal to or exceeds the minimum dollar amount for donations as indicated in the OASBO Finance Committee Guidelines for School Generated Funds,~~ to be used as a scholarship award, or to be set up as a trust fund to be used as an award in the future, or to be used for the donation or purchase of equipment and/or learning materials.

REFERENCES

1. Ministry of Education's Guidelines for School Fundraising
2. Administrative Procedure VI-59 School Fundraising Activities
3. Administrative Procedure VI-31 Trust Funds

PRINCIPLES

1. Each ~~cash~~ donation to a school shall be forwarded by the principal to the Superintendent of Business Services and Treasurer of the Board accompanied with an appropriate background description detailing donor and directions regarding the disposition of such funds.
2. The Superintendent of Business Services and Treasurer of the Board will officially acknowledge receipt of ~~cash~~ donations or bequests and shall establish a trust fund for each donation on behalf of the school, with the appropriate signing authority, and in accordance with guidelines established by the Board auditors and Ministry of Education. Release of funds to the school shall be through the Superintendent of Business Services and Treasurer of the Board.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****~~CASH~~ DONATIONS / BEQUESTS TO A SCHOOL OR TO THE BOARD****POLICY No.: V-07****DATE : MARCH 27, 1990****AMENDED: JULY 30, 1991****AMENDED: OCTOBER 6, 2009****AMENDED: OCTOBER XX, 2016**

3. ~~Cash-d~~Donations or bequests to the Board shall be acknowledged and administered in the same manner as per donations to schools outlined in paragraph 2.
4. ~~Cash-d~~Donations/bequests to a school shall be disbursed in accordance with the wishes of the donor and shall have no impact on the regular operational budget for the school.
5. A school which has benefitted from a ~~cash~~ donation or bequests shall publicly acknowledge in an appropriate manner, unless directions to the contrary are given, the contribution of the benefactor/benefactress and shall advise the students and parent community accordingly.
6. An information report for donations under this policy shall be tabled with the board at the next regular meeting of the Board following receipt of said donation

APPROVED: Regular Meeting of the Board**AUTHORIZED BY:** _____

Chair of the Board

ACTION REPORT

ITEM 3.6

POLICY I-34 (B) REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES.

PURPOSE:

To recommend to the Policy Committee that Policy 34 (B) Reimbursement of Board Expenses for Trustees be forwarded to the Board for approval.

COMMENTARY:

The current policy provides details for trustees of how payment of expenses occur, how reimbursement of expenses occurs, what a trustee is required to submit and who can approve the reimbursement of the expenses.

When dealing with expenses for Trustee travel, additional requirements indicating that expenses for trips outside of North America will not be approved is recommended.

RECOMMENDATION:

Moved by:

Seconded by:

Resolved, that the Policy Committee recommends that Policy I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees., be forwarded to the October 18, 2018 Regular Board Meeting for approval.

REPORT PREPARED BY: P. MARAI
CHAIR, POLICY COMMITTEE

REPORT SUBMITTED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

OPERATING POLICY: **I-34 (B)**
DATE: November 6, 2007
AMENDED: November 4, 2008
AMENDED: June 2, 2009
AMENDED: December 20, 2011
AMENDED: May 20, 2014
SCHEDULED FOR REVIEW: MAY 2017

PURPOSE

To describe the terms and conditions under which an expense incurred by a trustee, student trustee, or external members of Board committees in the course of discharging Board-recognized duties and responsibilities in accordance with the Education Act and its amendments, will be approved by the Board.

APPLICATION AND SCOPE

This operating policy applies only to approved expenses incurred by a trustee or student trustee of the Board, or an external member of one of the Board's standing committees (e.g. Audit Committee, SEAC, CPIC) when performing Board recognized duties and responsibilities.

PRINCIPLES

- Where appropriate, trustees, student trustees, and Board committee members are entitled to be reimbursed for approved expenses that are incurred for an official duty, function or on behalf of the Board and which are reasonable and appropriate in the circumstances in which the expense is incurred.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the Superintendent (or Resource to the Committee), Superintendent of Business Services or Chair of the Board, as appropriate.
- The Board recognizes the moral, ethical and monetary value of responsible financial stewardship of the Board's resources as it relates to expenses claimed for reimbursement.

REQUIREMENTS

EXPENSES FOR TRUSTEES:

- Trustees, who are issued a Board Purchasing Card in accordance with the Board's Purchasing Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.
- Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original receipt:
 - a. Event name/Expenditure
 - b. Names/Roles of participants
 - c. Reason for expense
- Approval for reimbursement of expenses shall be provided by:
 - Superintendent (or Resource to the Committee) for external members of a Board standing committee (ie. CPIC, SEAC)

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

OPERATING POLICY: **I-34 (B)**
DATE: November 6, 2007
AMENDED: November 4, 2008
AMENDED: June 2, 2009
AMENDED: December 20, 2011
AMENDED: May 20, 2014
SCHEDULED FOR REVIEW: MAY 2017

- Chair of the Board for Trustees
- Superintendent of Business Services for the Chair of the Board
- When paying using the Board Purchasing Card, both the signed “customer copy” and the itemized bill must be submitted.
- The Director of Education, Superintendent of Business Services or Chair of the Board may request additional information regarding expense details of the conference and possible future changes to the practices and benefits to our system, which will be presented to the Board through an Information Report at a subsequent Board meeting
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses and possible future changes to our practices and benefits to our system.
- Reimbursement for expenses where receipts are not provided by the vendor/company or are lost, need to meet the requirements of ii. a) and b) above and include the signature of the Superintendent of Business Services or Chair of the Board.
- All expense claims, both those using a Board Purchasing Card (see Purchasing Policy and Purchasing Administrative Procedures manual) and those submitted for reimbursement, must have signed approval of the trustee’s immediate supervisor. The Chair of the Board must approve trustee expense claims. The Superintendent of Business Services must approve the Chair of the Board’s expense claims.
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.
- All expense claims are subject to audit by the Board.
- All expenses not approved or not deemed as Board-related business by the Superintendent (or Resource to the Committee), Director of Education, Chair of the Board or Superintendent of Business Services under the provisions in accordance with the Education Act, and its amendments, will not be eligible for reimbursement.

The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

1. Mileage expenses

- The rate per kilometer paid is that which is established by the Board, and reviewed as necessary, recognizing the following assumptions and conditions:
 - a) That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
 - b) That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

OPERATING POLICY: **I-34 (B)**
 DATE: November 6, 2007
 AMENDED: November 4, 2008
 AMENDED: June 2, 2009
 AMENDED: December 20, 2011
 AMENDED: May 20, 2014
 SCHEDULED FOR REVIEW: MAY 2017

applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.

- Trustees will be reimbursed for mileage to/from Board meetings and other Board related business from/to their home.
- **Toll Fees:** Where necessary and approved by the appropriate Supervisory Officer .Chair of the Board or Superintendent of Business Services toll fees may be claimed.

2. Other Travel Within and Outside the Province/Country

Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver in accordance with Board policy rates. Every effort shall be made by participants to share transportation.

3. Accommodations

Whenever feasible, all hotel reservations will be made in advance by staff and hotel accommodation costs will be charged to the Board's purchasing card or reimbursed to the individual. It is understood that staff require a minimum four (4) weeks advanced notice from attendees in order to facilitate travel arrangements.

All hotel reservations for Student Trustees shall be made by Board staff.

Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee prior to the function.

Where appropriate, hotel accommodations shall be on a shared basis. It is also recommended that a standard room is the set option for accommodation.

4. Professional Development/Conference Fees

Trustees shall secure the necessary approval where appropriate, from the Chair of the Board or Superintendent of Business Services as appropriate; to attend any function for which reimbursement of expenses is sought from the Board.

Whenever feasible, registration fees will be prepaid by the Board.

5. Parking

Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

OPERATING POLICY: **I-34 (B)**
 DATE: November 6, 2007
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 SCHEDULED FOR REVIEW: MAY 2017

6. Meals

Meals will be reimbursed at actual cost up to a maximum of **\$75.00** per day including taxes, gratuities and other reasonable sundry expenses at conferences and conventions.

7. Telephone Calls

Telephone calls for Board related business are eligible expenses.

8. Alcohol

Alcohol is not an eligible trustee and/or external members of Board committees expense unless it is included in the cost of the conference or event by the organizer/sponsor.

9. International Travel

Expenses for any travel outside of North America will not be reimbursed

~~9.~~

10. Other Expenses

- Other expenses when accompanied by an explanatory note are eligible trustee and/or external members of Board committees expenses when approved by the Superintendent (or Resource to the Committee), Director of Education, Chair of the Board or Superintendent of Business Services, as appropriate.
- Office supplies for Board related business are eligible trustee expenses where/when they are not available using the Board's regular procurement process.
- Mailing and photocopying for Board related business are eligible trustee expenses where/when they are not available through the Board.

11. A trustee can expense a maximum of \$3,000 during a school year.

12. In addition to the \$3000.00 budget, the following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business;

- Eligible mileage expenses.
- all costs, incurred by a Trustee, at annual conferences, professional development sessions, meetings & events related to the discharging of their responsibilities. These items are approved at the discretion of the Chair.
- "As per the Trustee Expense Guidelines developed at the November 8, 2011 Policy Committee Meeting".
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD**

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

OPERATING POLICY: **I-34 (B)**
DATE: November 6, 2007
AMENDED: November 4, 2008
AMENDED: June 2, 2009
AMENDED: December 20, 2011
AMENDED: May 20, 2014
SCHEDULED FOR REVIEW: MAY 2017

13. The Superintendent of Business Services, in collaboration with the Chair of the Board, will make available a summary report of individual trustee expenses, on an annual basis.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

OPERATING POLICY: **I-34 (B)**
DATE: November 6, 2007
AMENDED: November 4, 2008
AMENDED: June 2, 2009
AMENDED: December 20, 2011
AMENDED: May 20, 2014
SCHEDULED FOR REVIEW: MAY 2017

Trustees are eligible for the following items/expenses, by the Board, for the duration of their role as trustee:

- one (1) laptop/desktop and relevant software programs;
- one tablet
- one printer
- one PDA (ie Smartphone)
- all other eligible expenses for trustees as defined in this policy.

All items must be returned to the Board, and all expenses will cease to be covered upon the trustee's end of term or date of resignation from the Board.

APPROVED: Regular Meeting of the Board

Authorized by:
Chair of the Board

PURPOSE

To provide a standard procedure for the management and expenditure of cafeteria commissions resulting from secondary school cafeteria agreements.

SCOPE AND OBJECTIVE

Cafeteria commissions are only applicable to secondary school operations and, therefore, this procedure applies to secondary schools only.

PRINCIPLES

Cafeteria commissions are earned based on the agreement with the secondary school cafeteria vendor and are distributed to secondary schools for their use.

REQUIREMENTS

1. The funds are received by the Board and sent by electronic funds transfer (EFT) to each secondary school on a quarterly basis.
2. The use of the funds shall be as determined by the school in accordance with the Ministry of Education's Guideline for School Fundraising, Administrative Procedure VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities and Administrative Procedure VI-59 School Fundraising Activities

Approved: Regular Meeting of the Administrative Council

Authorized By:

Director of Education and Secretary of the Board

PURPOSE

The issuance of charitable receipts to donors in accordance with the *Income Tax Act*.

SCOPE AND OBJECTIVE

The procedure applies to any individual or company making a charitable donation to the Board and *requesting* a charitable receipt in return.

PRINCIPLES

Charitable receipts are issued in accordance with the detailed rules contained in Canada Revenue Agency's *Regulation 3501 of the Income Tax Act*.

REQUIREMENTS**1. Issuance of Receipts:**

- A requested charitable receipt will be issued for an individual cash gift (donation) of \$25 or more or a non-cash gift of \$100 or more. A gift for this purpose is a voluntary transfer of property, having intrinsic value to the Board, and without the expectation of valuable consideration in return.
- The payment of a basic fee for admission to an event or to a program, whether on behalf of the payer, a dependent of the payer, or someone designated by the payer does not qualify as a charitable donation regardless of whether the payment of the fee was voluntary.
- Contributions of services, i.e. time, skills, effort, which are not property, do not qualify as a gift for tax receipt purposes.

2. Online Receipt Procedures:

- Donations can be made online through School Cash Online.
- Donations are deposited into the Board operating bank account.
- **Donations that are deposited are then transferred electronically to the school's School Generated Funds bank account on a monthly basis.**
- With these online donations, the receipts are automatically emailed to the donor as soon as the donation has been made.

3. Cash Receipt Procedures:

- All donations made to a school should be made in the school's name, regardless of whether a charitable donation receipt is required.

- Cash and/or cheque charitable donations to a school must be promptly deposited into the school's School Generated Fund bank account.
 - If the donor requests a donation receipt, the following information must be submitted to Accounting Services using the Excel template "Charitable Donation Receipt Form" found on Staffnet under Forms - Business Services, preferably through email (charitablereceipts@staff.hcdsb.org):
 - The donor's full name
 - The donor's mailing address
 - The amount of the donation
 - Deposit date
 - The name of the school.
 - The Board will send the requested charitable receipt to the donor.
 - Business Services is responsible for maintaining a numeric file copy of all issued charitable receipts.
4. Non Cash Receipts (*Gifts in Kind*):
- Charitable receipts on behalf of the Board will be issued for non-cash donations, i.e. computers, books, etc, that have a value of \$100 or more and have a useful value to the school and the Board.
 - Gifts in kind of less than \$1,000 may be appraised internally for tax purposes.
 - Gifts in kind of \$1,000 or more require an independent external appraisal at the expense of the donor.
 - Documentation on transfer of ownership (*I hereby transfer ownership*) on donated assets of more than \$1,000 in value is to be prepared by the donor. This document shall give the specifics on the transfer of ownership to the school, i.e. serial numbers, description and quantity.
 - Above documentation is to be forwarded to Accounting Services. After reviewing, Accounting Services, will issue a charitable receipt directly to the donor.
5. Charity Information Return:
- Each school is responsible for maintaining records in support of its charitable funds received, on hand and disbursed.
 - On or before January 31st of each year, the school will submit to Accounting Services, a detailed summary on each charitable fund and/or non-cash donation for the previous calendar year.
 - The Senior Administrator, Financial Services, will file a registered *Charity Information Return* to Canada Revenue Agency within six months after the end of the Board's fiscal period.

Note: The Board can lose its charitable registration if it issues receipts that contain false data.

ADMINISTRATIVE PROCEDURE

HALTON CATHOLIC DISTRICT SCHOOL BOARD

CHARITABLE RECEIPTS

ADMINISTRATIVE PROCEDURE NO.:

VI-06

DATE:

May 1997

AMENDED:

December 4, 2000

AMENDED:

October 3, 2016

Approved: Regular Meeting of the Administrative Council

Authorized By:

Director of Education and Secretary of the Board

PURPOSE

To allocate funds for schools to access for the purpose of student retreats.

SCOPE AND OBJECTIVE

The procedure applies to all elementary and secondary schools.

PRINCIPLES

The funds shall only be used for transporting students to the retreat site and/or for directly related expenditures, such as, accommodations for students and fees for guest speakers.

Schools will be allocated an amount of \$7.00 per pupil in Grade 7 only for elementary schools, and \$3.00 per pupil for secondary schools.

Expenditures incurred in excess of the allocations shall be disbursed from the remainder of the School's Board allocation or School Generated Funds.

REQUIREMENTS

For retreat expenditures, the cheque requisition form shall be forwarded to Business Services - Accounting Services for payment.

1. School principals will requisition funds from the allocation by completing a cheque requisition form. Supporting documentation, such as receipts or invoices, shall be attached.
2. Accounting Services will process a cheque and forward it to the School requesting the funds, or directly to the Vendor.
3. Business Services is responsible for maintaining records in support of Retreat Funds received.

Approved: Regular Meeting of the Administrative Council

Authorized By:

Director of Education and Secretary of the Board

PURPOSE

To provide a standard procedure for the use of cheque requisitions.

SCOPE AND OBJECTIVE

This operating procedure is intended for all employees of the Halton Catholic District School Board who have authority to acquire goods and services on behalf of the Board.

It is recognized that there are requirements for the use of a cheque requisition to generate payment to various vendors for goods and services not covered by the purchase order or purchasing card procedures.

The objective is to provide procedures for the proper use of cheque requisitions to comply with the Board's Purchasing and Accounting procedures.

PRINCIPLES

Cheque requisitions are to be used only when the standard purchase order process cannot be applied.

A cheque requisition is not normally an acceptable method of payment for any goods/services that are part of the Board's Purchasing Policies and Procedures. Examples are:

- Classroom instructional and consumable supplies
- School/department office supplies
- Capital furniture and equipment
- Service and repair calls.

Cheque requisitions would be used for goods and services such as:

- Honorariums for guest speakers
- Conference and seminar advances for Trustees and staff
- Municipal application fees
- Manual payroll cheques, employee benefits, insurance premiums
- Reimbursement for school transportation services (e.g. team transportation)
- Debenture payments
- Any purchase of goods/services approved by the Director of Education, or a Superintendent or a designate of the Director or Superintendent.

REQUIREMENTS

The Cheque Requisition form is available through the Document Database on the Board Intranet site.

- If the expenditure under consideration is not specifically listed in the above examples, authorization for the purchase must be received from a Superintendent or the Director of Education or a designate of the Director or Superintendent.
- Prior to the expenditure being made in the budget area being considered, the requisitioner must ensure sufficient funds are available in the budget area being considered and that it is approved. Any questions regarding budget allocations and/or budget remaining should be directed to the Manager, Budget and Accounting Services. All cheque requisitions must be coded with the appropriate budget code.
- Upon satisfactory receipt of the goods and/or services, the requisitioner shall submit a request detailing the nature of the expenditure on a completed Cheque Requisition form with supporting documentation (preferably an invoice). Payment will be made directly to the supplier.
- Reimbursement of expenditures paid through non-board funds directly by the school is not an acceptable method of payment. Occasionally, there are exceptions for which the Board will reimburse the school directly upon proof of payment.
- All cheque requisitions are to be sent to the Manager, Budget and Accounting Services for payment approval.
- *NOTE: Any purchase not specifically outlined in the examples above, or not having pre-authorized approval, is considered an obligation of the person, school or department making the expenditure, and not of the Board.*

Approved: Regular Meeting of the Administrative Council

Authorized By: _____

Director of Education and Secretary of the Board

PURPOSE

The purpose of this procedure is to outline the process for receiving and handling Trust Fund money as well as to establish criteria for the disbursement of such funds.

SCOPE AND OBJECTIVE

The procedure applies to all trust or award funds currently held by the Board and any new funds the Board may receive in the future.

PRINCIPLES

Interest earnings on the principal amount, as well as any further contributions, are available to be used for schools or students based on established criteria. In some cases, the Trust Fund representative may wish to protect or maintain a portion of the principal deposited in the Trust Fund. This would ensure that funds are available for many years to maintain the memory of the individual or family member being honoured or to continue the intention of the donation. Disbursements from Trust Funds should be made in accordance with established criteria based on the wishes of the family/donor/Trust Fund representative.

REQUIREMENTS

Memorial Funds Donation Receipts Procedures:

- All cheques are to be made payable to the "Halton Catholic District School Board".
- Donations received will be transferred to the Board's Trust Fund bank accounts.
- Charitable donation receipts will be issued, if requested, by sending a written request to the Senior Administrator, Financial Services, detailing the donor's name, address and amount donated.
- The Board will send the charitable receipt to the donor.

Criteria for Distribution of Trust Funds:

Trust Funds will be designated into three categories:

- Centrally distributed – awards to be determined by the Board, senior staff or their designates.
- System based – awards to be determined by one or two selection committees: Elementary Awards Committee or Secondary Awards Committee.
- School based – awards to be determined at the school level in accordance with the criteria set for the Trust Fund.

Distribution of Trust Funds that are not designated for students' awards will be in accordance with the designated criteria.

The family or person(s) initiating the Trust Fund (Trust Fund representative) will be asked to complete a form outlining the following:

- Detailed criteria for distribution of the fund, i.e., school, grade, other
- Involvement in the selection process
- Whether he/she/they wish to be contacted when the funds are fully disbursed or reach a minimum established level

Disbursements of Trust Funds:

- An annual report on each fund will be distributed to the Trust Fund representative, if requested, and a report on all funds will be distributed to the Board each year.
- The number of awards and the value of awards to be disbursed annually will be established by the appropriate group or committee at the beginning of each school year.
- Disbursements will be provided only if funds are available in the Trust Fund.
- The amount of the cheque may not exceed a total of \$1,000 for each student or such an amount as determined by the Board and the Trust representative, if a contact is available.

Award Examples That Could be Considered:

Applicants for the award will have met the following criteria:

- Be in good academic standing at the time of the award.
- Be held in high esteem by his/her peers for their consideration, thoughtfulness, help and kindness to others.
- Have overcome personal difficulty in his/her life and be needy in a broad sense due to financial, social, or other issues beyond their control.
- Have submitted an essay about his/her dreams and goals for the future.
- Be designated for a specific purpose, i.e., School Library Fund.
- Be used as financial awards for graduating students – criteria should be clearly established, i.e., Grade 12, Grade 8.
- A selection committee will determine the recipients and the cash disbursements based on the established criteria and the award will be presented to the student during the graduation ceremony.

Approved: Regular Meeting of the Administrative Council

Authorized By: _____

Director of Education and Secretary of the Board

Proposed Policy Review Year 1 (2016 – 2017)
Cycle 1 (September – December)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
September 13, 2016	I - 19	Occupational Health and Safety	September 15, 2015	Human Resources	
September 13, 2016	II - 24	Home to School Transportation	May 6, 2014	Business Services	VI – 07(a)
September 13, 2016	III - 15	Workplace Violence	September 15, 2015	Human Resources	VI - 04
September 13, 2016	III - 16	Workplace Harassment	June 2010	Human Resources	VI - 04
October 11, 2016	I - 01	Catholic School Support	September 5, 2006	Business Services	VI - 19
October 11, 2016	I - 31	Apparel Purchases and Fair Labour Practices	November 19, 2013	Business Services	VI - 11
October 11, 2016	V - 07	Cash Donations Requests to a School or to the Board	October 6, 2009	Business Services	
October 11, 2016	III - 17	Attendance Support Program		Human Resources	VI - 76
October 11, 2016	I – 34b	Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees	May 6, 2014	Business Services	
November 8, 2016	I - 08	Staff Allocation Elementary	September 5, 2006	School Services	
November 8, 2016	I - 17	Secondary Staff Allocation Committee	September 5, 2006	School Services	VI - 03
November 8, 2016	I – 17(a)	Secondary Staff Allocation Committee Factors	September 5, 2006	School Services	VI - 03
November 8, 2016	II - 18	Bicycle Safety	June 5, 2007	School Services	
November 8, 2016	I - 12	Emergency Plans – Fire & Evacuation Procedures	October 21, 2014	School Services, Facility Services	VI – 01 VI - 02
December 13, 2016	IV - 03	Playground Equipment	October 6, 2009	Facilities Services, Curriculum Services	
December 13, 2016	II - 17	Pastoral Reference	June 5, 2007	Human Resources	
December 13, 2016	I – 23	Catholic School Councils and Catholic Parent Involvement Committee	December 20, 2011	School Services	
December 13, 2016	I - 06	Delegations to the Board	November 19, 2013	Director's Office	

Proposed Policy Review Year 1 (2016 – 2017)
Cycle 2 (January – March)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
January 10, 2017	II - 03	Principal Designate in Schools Without Vice-Principals	June 5, 2007	School Services	
January 10, 2017	I - 18	Accessibility Standards for Customer Service	September 18, 2012	Human Resources	VI – 46(b) VI – 46(c) VI – 46(d) VI – 46(e)
January 10, 2017	I - 20	Integrated Accessibility Standards	May 6, 2014	Human Resources Services	VI – 46(a)
January 10, 2017	II - 40	Bullying Prevention and Intervention	November 17, 2012	School Services, Special Education Services	
February 14, 2017	III - 12	Promotion	February 21, 2012	Human Resources/Director's Office	VI - 28
February 14, 2017	I - 29	School Boundary Review Process	May 20, 2003	Business Services, Facilities Services	
February 14, 2017	I - 25	Purchasing Policy	April 20, 2010	Business Services	VI – 11 VI - 26
February 14, 2017	I - 21	Corporate Investment in Education	September 5, 2006	Business Services	
March 28, 2017	III - 13	Corporate Purchasing Card Distribution Usage	December 6, 2005	Business Services	
March 28, 2017	II - 25	Selection of Learning and Library Materials	February 21, 2012	Curriculum Services	
March 28, 2017	I - 04	Cross Boundary School Attendance	October 21, 2014	School Services	VI - 19
March 28, 2017	I - 26	Student Trustees on the Halton Catholic District School Board	June 21, 2011	School Services	VI - 15

Proposed Policy Review Year 1 (2016 – 2017)
Cycle 3 (April - June)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
April 11, 2017	II - 08	Teacher Supervision Duties	October 6, 2009	School Services Human Resources	
April 11, 2017	II - 13	Psycho-Education/Psychological Testing of Individual Students	June 5, 2007	Special Education Services	
April 11, 2017	II - 29	Inclusion and Range of Placement Options for Identified Students	February 19, 2013	Special Education Services	
April 11, 2017	I - 38	School Board Trustee Elections Guidelines	September 17, 2013	Director's Office	
May 9, 2017	I - 42	Out of Province Staff Travel	May 6, 2014	School Services	
May 9, 2017	II - 20	Child Abuse	May 6, 2014	Human Resources/Special Education	VI - 32
May 9, 2017	I - 34	Reimbursement of Board Business Expenses	May 6, 2014	Business Services	VI - 73
May 9, 2017	I – 34b	Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees	October 11, 2016	Business Services	
June 13, 2017	I - 10	Banking	February 21, 2012	Business Services	VI - 26
June 13, 2017	II - 21	Cross Panel Sharing of Student Information	February 21, 2012	Privacy Officer	
June 13, 2017	V - 14	Alcohol at Board School Sanctioned Events – Off Premises	October 6, 2009	Business Services	
June 13, 2017	I - 15	School Name Selection	October 16, 2012	School Services	
June 13, 2017	I - 28	Electronic Meetings	May 15, 2001	Director's Office	

Proposed Policy Review Year 2 (2017 – 2018)
Cycle 1 (September – December)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
September 12, 2017	I - 19	Occupational Health and Safety	September 13, 2016	Human Resources	
September 12, 2017	III - 15	Workplace Violence	September 13, 2016	Human Resources	VI - 04
September 12, 2017	III - 05	Employee Assault	November 17, 2009	Human Resources	VI - 04
September 12, 2017	III - 06	Harassment	November 17, 2009	Human Resources	VI - 04
October 10, 2017	I - 11	International Students	October 21, 2014	School Services, Business Services	VI - 17
October 10, 2017	V - 12	Blessing and Official Opening of a New School	October 6, 2009	School Services, Strategic Comm.	
October 10, 2017	V - 13	Blessing and Rededication of a Major Addition to a School	October 6, 2009	School Services, Strategic Communications	
October 10, 2017	II - 34	Participation in Programs and Courses of Study in Catholic Religious Education	May 3, 2011	Curriculum Services	VI – 09 (A) VI – 09 (B)
November 14, 2017	II - 06	Lunch Supervision	November 18, 2014	School Services	
November 14, 2017	I - 35	Trustee Honoraria	November 18, 2014	Business Services	
November 14, 2017	V - 05	School Accidents - Safety	November 18, 2014	School Services, Business Services	VI - 21
November 14, 2017	III - 03	Teacher Performance Appraisal	May 17, 2011	School Services, Human Resources	
December 12, 2017	II - 05	Reporting to Parents	December 16, 2014	School Services	
December 12, 2017	II - 16	Curriculum Writing	June 5, 2007	Curriculum Services	
December 12, 2017	II - 45	Equity and Inclusive Education	November 20, 2012	School Services, Curriculum and Special Education Services	VI - 54

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
December 12, 2017	III - 10	Criminal Reference Check Applicants for Employment	February 5, 2008	Human Resources	

**Proposed Policy Review Year 2 (2017 – 2018)
Cycle 2 (January – March)**

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
January 9, 2018	II - 38	Educational Research – Surveys and Pilot Projects	December 4, 2007	Research Services	VI - 25
January 9, 2018	II - 44	Student Mental Health	May 21, 2013	Special Education Services	
January 9, 2018	I - 36	Trustee Code of Conduct	October 18, 2011	Director's Office	
January 9, 2018	I - 40	Performance Appraisal of Director of Education	October 15, 2013	Trustees/Director's Office	
February 13, 2018	III - 01	Grievance Procedures – Non-Unionized Group Members	February 5, 2008	Human Resources	
February 13, 2018	III - 09	Human Immunodeficiency Virus (HIV)	February 22, 1994	School Services, Human Resources	
February 13, 2018	V - 15	Environmental Stewardship	May 4, 2010	Curriculum Services, Facilities Services	
February 13, 2018	V - 16	Copyright, Visual Identity, and Intellectual Property	June 18, 2013	Curriculum Services	
March 13, 2018	II - 26	Managing Student Risk in Interscholar Sports	March 24, 2015	Curriculum Services/School Services	
March 13, 2018	II - 28	Alcohol, Tobacco and Drug Abuse in Schools	March 24, 2015	Curriculum Services	
March 13, 2018	II - 31	Risk Management/First Aid	March 24, 2015	Curriculum Services/School Services	VI - 74
March 13, 2018	III - 04	Employee Assistance Program	February 5, 2008	Human Resources	

Proposed Policy Review Year 2 (2017 – 2018)
Cycle 3 (April – June)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
April 10, 2018	II – 15	International Languages Elementary Program	April 21, 2015	Curriculum Services/School Services	VI - 75
April 10, 2018	II – 33	Safe Arrival at School Program	April 21, 2015	School Services	VI - 18
April 10, 2018	II - 43	Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students	April 21, 2015	Curriculum Services	
April 10, 2018	V - 03	Photographs, Advertising and Sales Representatives	October 6, 2009	Business Services	
May 8, 2018	V - 08	School Anniversary Celebrations	October 6, 2009	School Services, Strategic Communications	
May 8, 2018	II - 48	Violent Threat Risk Assessment	February 19, 2013	School Services	
May 8, 2018	IV - 07	Alternative Arrangements for School Facilities	October 6, 2009	Facilities Services	
May 8, 2018	IV - 08	School Sites and Operating Budget	October 6, 2009	Facilities Services	
June 12, 2018	II - 46	Assessment and Evaluation	June 21, 2016	Curriculum Services	VI – 55 VI – 56
June 12, 2018	I - 43	Use of Technology and Digital Citizenship	June 21, 2016	Business Services, Curriculum Services	VI - 10
June 12, 2018	IV - 04	Loss or Damage to Personal Items	October 6, 2009	Business Services	VI - 22
June 12, 2018	IV - 06	School Sites and Facilities Criteria	October 6, 2009	Facilities Services	

Proposed Policy Review Year 3 (2018 – 2019)
Cycle 1 (September – December)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
September 11, 2018	I – 19	Occupational Health and Safety	September 12, 2017	Human Resources	
September 11, 2018	III – 15	Workplace Violence	September 12, 2017	Human Resources	VI - 04
September 11, 2018	II - 49	English as a Second Language & English Literacy Development Programs and Services	September 15, 2015	Curriculum Services	VI - 77
September 11, 2018	I - 30	Video Surveillance	April 19, 2016	Facility Services, School Services	
October 9, 2018	I - 24	Fraud Management	October 20, 2015	Business Services	VI - 24
October 9, 2018	V - 17	Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools	January 19, 2016	School Services	VI - 40
October 9, 2018	II - 11	Daily Teacher Plans	May 17, 2016	School Services	
October 9, 2018	II - 50	Prior Learning Assessment and Recognition (PLAR) for Day School Students	May 17, 2016	Student Success	VI - 80
November 13, 2018	II - 23	Day Care Facilities	November 17, 2015	Facilities Services	VI - 78
November 13, 2018	I - 09	School Accommodation Review – Consolidation/Closure	November 17, 2015	Business Services, Facilities Services, School Services	VI - 35
November 13, 2018	I - 37	Community Planning and Facility Partnership	November 17, 2015	Business Services, Facility Services	VI - 78
November 13, 2018	III - 14	Employee Code of Conduct	June 19, 2012	Human Resources	
December 11, 2018	Inaugural Board Meeting				

Proposed Policy Review Year 3 (2018 – 2019)
Cycle 2 (January – March)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
January 8, 2019		Procedural By-Laws	June, 2016	Director's Office	
January 8, 2019	II - 19	Educational Field Trips	January 19, 2016	School Services	VI – 07 VI – 07(a) VI – 14 VI - 70
January 8, 2019	V - 09	Public Concerns Complaints Process	January 19, 2016	Director's Office	
January 8, 2019	V - 01	Use of School Grounds and Community Use of School facilities	April 16, 2013	Facilities Services	
February 12, 2019	II - 07	The School Day – Teaching Day – Elementary & Secondary	February 16, 2016	School Services	
February 12, 2019	II - 09	Opening and Closing Exercises	February 16, 2016	School Services	
February 12, 2019	II - 42	Medical Conditions	February 16, 2016	School Services	VI – 13 VI – 27 VI – 65 VI – 66 VI – 67 VI – 68 VI – 69 VI – 71 VI - 79
February 12, 2019	I - 14	Smoking Ban	June 21, 2016	School Services	
March 12, 2019	III - 11	Hiring and Promotion Policy, Academic and Non-Academic Personnel	February 21, 2012	Human Resources	VI - 28

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
March 12, 2019	I - 22	Admissions to Schools Elementary and Secondary	April 19, 2016	School Services	VI - 19
March 12, 2019	II - 41	School Uniform Dress Code – School Dress Code	April 19, 2016	School Services	
March 12, 2019	I - 13	Appointment of Architect	September 5, 2006	Facilities Management Services	

Proposed Policy Review Year 3 (2018 – 2019)
Cycle 3 (April – June)

Current Review Date	Policy #	Policy	Last Review Date	Department/ Responsibility	Corresponding Admin Procedure
April 9, 2019	I	Governance of Policy	April 19, 2016	Director's Office	
April 9, 2019	I - 02	Records and Management Information Policy	April 19, 2016	Privacy Officer	
April 9, 2019	I - 07	Protection of Privacy	April 19, 2016	Privacy Officer	
April 9, 2019	II - 39	Progressive Discipline and Safety in Schools	June 5, 2016	School Services	VI – 02 VI - 44
May 14, 2019	II - 35	Access to School Premise	May 17, 2016	School Services	VI - 30
May 14, 2019	II - 10	Releasing Pupils from School	January 19, 2016	School Services	
May 14, 2019	II - 02	Educational Assistants	May 17, 2016	Special Education	
May 14, 2019	I - 33	Classroom Observations by External Third Party Professionals	May 17, 2016	Special Education	
June 11, 2019	II - 12	Management of Aggressive Student Behaviour Within Our Schools	June 21, 2016	Special Education	
June 11, 2019	II - 37	Volunteers in Catholic Schools	June 5, 2005	School Services	
June 11, 2019	II - 47	Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities	June 21, 2016	School Services/Business Services	VI - 57
June 11, 2019	V - 04	School Fundraising Activities	June 21, 2016	Business Services, School Services	VI-59