HALTON CATHOLIC DISTRICT SCHOOL BOARD

Procedure No. VI-50

Technological Education Service Procedures	
Adopted: October 6, 2010	Last Reviewed/Revised: January 3, 2022
Next Scheduled Review: 2024-2025	
Associated Policies & Procedures: III-14 Employee Code of Conduct V-07 Bequests to a School or to the Board VI-06 Charitable Receipts I-21 Corporate and Community Investment in Education VI-85 Corporate and Community Investment in Education	

Purpose

To provide schools involved in Technological Education programs, with procedures to increase accountability regarding supports to these programs, and finance and administration of these programs.

Application and Scope

This procedure applies to all Technological Education programs, that are provided by the Halton Catholic District School Board (HCDSB). This procedure must be used, with appropriate accompanying forms, when service or product is provided to staff or community members through the area of Technological Education.

Definitions

Technological Education, 2009 is a Ministry of Education support document that defines program requirements in Technological Education in the areas of Auto, Construction, Landscape Design, Cosmetology, Food Services, Woodworking and any other area as determined by the Halton Catholic District School Board that meets the criteria outlined in the document.

Principles

The HCDSB recognizes:

- the importance of providing appropriate training, knowledge and skills to students in the area of Technological Education

- the teaching and application of theory through a "hands on" instructional methodology where possible in Technological Education programs
- the stewardship of using the raw materials, or materials manufactured from raw materials, with all its programs

Requirements

- At the start of each year, Secondary School Principals should make staff and the community aware that services are available through Technological Education Courses (e.g. staff meeting, school website).
- Staff or other community members may request service or products prepared by students, under the supervision of a teacher. See Appendix A.
- The Principal and the Department Head of Technological Education, in consultation with teachers, will decide if services or products requested by staff or community members are safe and appropriate for student work. Only work that meets these criteria will be approved.
- Requests for services or products supplied must be pre-authorized by the Technological Education Department Head and/or course teacher so that projects complement the course curriculum and maximize the number of students able to work on that project. Services requested by Principals and/or Vice-Principals, valued in excess of $100.00, must be approved by the Family of Schools' Superintendent. Refer to HCDSB Operating Policy III-14 Employee Code of Conduct.
- Staff and community members do not pay for any labour costs associated with any work/service they have requested.
- Staff and community members must pay for all parts and supplies associated with meeting their requests. An estimate must be provided prior to the commencement of the job. An itemized invoice, made in triplicate, must be submitted to the staff or community member, by the Technological Education Department Head and/or course teacher upon completion of the service or product provided. A copy of the invoice is kept by the Technological Education Department Head and/or course teacher and the school's Financial Clerk. See Appendix B & C.
- Staff and community members who supply their own parts and/or products will not be charged except for any additional shop supplies that are used to complete the work, including any environmental or disposal fees (e.g. oil/filter, etc.).
- Staff and/or community members must provide payment to the school for products/services rendered upon completion of the service or provision of the product. This amount must be received by cheque only and made payable to the secondary school where the work was completed. All payments should be submitted directly to the school Financial Clerk.
- The Principal of the school will ensure that payment is deposited in the school's appropriate school budget account promptly after receipt of payment. If staff and/or community member wants to make a cash donation to the school, this should be deposited into the school's "School Generated Funds" account.

- A monthly summary report of financial activity related to courses providing services/products will be provided to the Family of School Superintendent upon request.

Donations and Sponsorship:

Non-cash donations, also known as a gifts-in-kind (e.g. vehicle donations) could be made to a Technological Education Program, and the donor may request a tax receipt if the donation has a value of $100 or more. Any donation $1,000 or more must be appraised through an independent external appraiser at the expense of the donor. Donations valued at $10,000 or greater must receive HCDSB approval to be accepted. Refer to *Policy V-07 Donations Bequests to a School or to the Board*, *Administrative Procedure VI-06 Charitable Receipts* and *Administrative Procedure VI-85 Corporate and Community Investment in Education.*

Donations of service i.e. time, skills, effort (which are not property) do not qualify as an eligible tax donation.

Sponsorships made to Technological Education Program valued at less than $10,000, require the approval of the Director of Education or the Superintendent of Business Services. Sponsorships valued at $10,000 or more, must receive approval from the Board of Trustees.

Use of Machinery, Equipment & Materials Purchased/Owned by the School:

The use of machinery, owned and purchased by the HCDSB, may only be done with written permission of the Principal and used on the school/HCDSB site. Failure to acquire the necessary permissions makes the user liable for any loss, theft or damage to the machinery or products. See Appendix D.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board

Appendix A

SCHOOL NAME

Sample Request for Service/Product

Requested By (print Name): _____

Date of Request: _____

Description of Request: _____

_____

_____

_____

Autoshop only:

Vehicle Year and Make: _____ Model #: _____

License Plate: _____ # of Kilometres: _____

Owner's Declaration:

1. I understand that repairs or service to vehicles will be performed by students, under the supervision of a qualified instructor.
2. I agree to pay for all shop charges, parts, materials and supplies necessary to repair the requested vehicle, including any environmental or disposal fees.
3. DISCLAIMER, WAIVER, AND RELEASE OF RIGHTS AND CLAIMS: I acknowledge and understand that HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS>, ITS EMPLOYEES, AND STUDENTS HEREBY DISCLAIM ANY AND ALL WARRANTIES FOR A PARTICULAR PURPOSE AND ALL EXPRESS AND IMPLIED WARRANTIES.

   I further acknowledge and understand that no representations of any kind concerning the quality of the work to be performed and that no person, employee, or student of the Board is authorized to make any warranties or representations concerning this work.

   I acknowledge and understand that my property may be damaged as a result of the work being performed and/or that I may be dissatisfied with the work. Notwithstanding this risk, I hereby completely release and forever discharge HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS> from any and all claims, demands, obligations, actions, or causes of action.

   If my vehicle or any of its contents is damaged, destroyed, or stolen while in the possession of HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS>, I agree to hold HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS>harmless from any and all liability for such and agree that my personal automobile insurance on the vehicle shall be my exclusive recourse for any damage, destruction, or theft that may occur to my vehicle or its contents while in possession of the Board and/or School.

Customer Signature: _____

Request Approved By: _____
(Principal/Designate) *Print & Sign*

Date: _____

Total Cost Estimate: _____

Customer Signature: _____

Appendix B

HALTON CATHOLIC DISTRICT SCHOOL BOARD CDSB

School: _____

Department: _____

Invoice No.

INVOICE

INVOICE Completed By: _____ **DATE:** _____

Customer

Name John Smith
Address 123 Main St
City Anywhere Province ON Postal Code H0H 0H0
Phone 905-555-5555

Qty	Description	Unit Price	TOTAL
	1999 Honda Odyssey		
1	Brake Shoe Hardware	$ 13.66	$ 13.66
1	Brake Fluid	$ 4.51	$ 4.51
2	Wheel Cylinder	$ 29.37	$ 58.74
1	Rear Brake Shoes	$ 90.38	$ 90.38
2	Rear Brake Drum	$ 55.34	$ 110.68
2	Rear brake line	$ 4.00	$ 8.00
1	Brake Cleans	$ 5.00	$ 5.00
		SubTotal	$ 290.97
		Shipping	
	Tax Rate(s)	2.16%	$ 6.28
		TOTAL	$ 297.25

NOTE: since invoice is for reimbursement of school cost, tax charged to end user should be net of rebate (or 2.16%).

SAMPLE

Office Use Only

Work Completed By:
Work Verified By:

COMPLETE THIS FORM IN TRIPLICATE
cc. Customer, Teacher, School Financial Clerk

Appendix C

HALTON CATHOLIC DISTRICT SCHOOL BOARD CDSB

School: _____

Department: _____

Invoice No.

INVOICE

INVOICE Completed By: _____ **DATE:** _____

Customer

Name _____

Address _____

City _____ Province ON Postal Code _____

Phone _____

Qty	Description	Unit Price	TOTAL
		SubTotal	
		Shipping	
	Tax Rate(s)	2.16%	
		TOTAL	

Office Use Only

Work Completed By:
Work Verified By:

COMPLETE THIS FORM IN TRIPLICATE
cc. Customer, Teacher, School Financial Clerk

Appendix D

SCHOOL NAME

Sample

Authorized Use of Machinery, Equipment and
Materials Purchased/Owned by School

Requested By (print Name): _____

Date of Request: _____

Description of Request: _____

_____

_____

_____

_____

Date Required: _____

Request Approved By: _____
(Principal/Designate)

Date: _____

***Note: Authorized use of machinery, equipment and materials can only be used on school/HCDSB site.*