



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY, SEPTEMBER 24, 2013
4:30 P.M.**

*HOLY CROSS COMMUNITY ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



1. Opening Prayer – Trustee Burkholder -
 2. Attendance -
 3. Approval of Agenda -
 4. Declaration of Conflict of Interest -
 5. Minutes of Policy Committee Meeting of May 28, 2013 5
 6. Policies
- Action Required
- POLICIES – PRIOR TO VETTING**
- 6.1 Adult and Continuing Education Policy (400.1) 6.1
 - 6.2 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4) 6.2
 - 6.3 Access to School Premises Policy - Safe Schools (302.6.3) 6.3
 - 6.4 School Generated Funds Policy (301.6) 6.4
- Information
- 6.5 Policies Currently Being Vetted -
Due date – October 11, 2013
 - Acceleration/Retention Policy (400.5)
 - Opening or Closing Exercises Policy - Safe Schools (302.6.1)
 - Employee Leaves of Absence Policy (201.1)*Due date – November 11, 2013*
 - Employee Meals & Hospitality Policy (201.14)
 - Employee Conferences, Workshops & Meetings Policy (201.15)
 - 6.6 Policy and Guideline Review 2013-2014 Schedule 6.6
7. Date of Next Meeting
 - October 22, 2013 – 4:30 p.m.
 8. Adjournment -

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

**TOPIC: MINUTES OF THE POLICY COMMITTEE MEETING
MAY 28, 2013**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 28, 2013, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MAY 28, 2013

Minutes of the Policy Committee Meeting held on Tuesday, May 28, 2013 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chairperson Burkholder.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli	✓		

Student Trustees:

Michael Blair, Student Trustee

Staff:

John Crocco, Director of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Giancarlo Vetrone, Superintendent of Business & Financial Services

Scott Whitwell, Controller of Facilities Services

Sherry Morena, Administrative Assistant, Corporate Services & Communications
Department /Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Burtnik

THAT the May 28, 2013, Policy Committee Agenda be approved, as presented.

APPROVED

4. **Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda.

5. **Minutes of the Policy Committee Meeting of April 23, 2013**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 23, 2013, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JUNE 11, 2013 COMMITTEE OF THE WHOLE MEETING

6.1 Community Use of Facilities Policy (#800.2)

Scott Whitwell, Controller of Facilities, presented the amendments to the Community Use of Facilities Policy.

The Policy Committee suggested the following amendments and asked that Senior Administrative Council report to Trustees any changes to the Fee Schedule.

POLICY STATEMENT

Add Reference
Schedule of Fees

ADMINISTRATIVE GUIDELINES

GENERAL CONDITIONS

Delete - point number 12

Delete - Appendix A – Schedule of Fees

The Policy Committee requested that Senior Administrative Council report to the Board of Trustees, any changes to the Fee Schedule.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Community Use of Facilities Policy (#800.2), as amended.

APPROVED

6.2 Catholic School Councils Policy (#800.1) and By-Laws

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Catholic School Councils Policy (#800.1) and By-Laws.

The Policy Committee suggested the following amendments:

- any reference to parents or guardians should read “*parents/guardians*”
- any reference Chairs should read “*Chair and/or Co-Chair(s)*”

POLICY STATEMENT

Add References

- *Education Act - Section 1*
- *OAPCE By-Law and Constitution*

ADMINISTRATIVE GUIDELINES

3. COMPOSITION

3.5 In accordance with the Catholic School Council By-Laws, one (1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board will be ~~appointed~~ “*elected as required for a term not to exceed two (2) years*” by the Catholic School Council, as the OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.

4. ELECTIONS AND TERM OF OFFICE

4.7 Students, staff and non-teaching staff will “*usually*” be “*appointed*” ~~elected~~ for a one (1) year term.

5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

5.3 add as last bullet

- “*Vote on matters of the Catholic School Council only.*”

5.4 School Staff, Student, Special Needs, and Parish Priest Representatives (*non-voting members*) shall:

9. ESTABLISHING BY-LAWS

9.1 Catholic School Councils must develop By-Laws within the first sixty (60) days of the school year to address “*at a minimum*” the following areas:

Add a point that states that the Catholic School Council are encouraged to make additions to the Catholic School Council By-Laws Template to reflect their school’s needs.

CATHOLIC SCHOOL COUNCIL BY-LAWS

Include the word Template on the By-Laws Cover Sheet

7. MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

4th Bullet

- A member of the ~~Niagara Catholic Parent Involvement Committee~~ “*Catholic School Council*” may lose his or her position for being absent without authorization for (3) three consecutive meetings.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic School Councils Policy (#800.1) and By-Laws, as amended.

APPROVED

6.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws

Superintendent Forsyth-Sells presented the amendments to the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws.

The Policy Committee suggested the following amendments be made and that these amendments be reflected in the By-Laws as well:

- any reference to parents or guardians should read “*parents/guardians*”
- any reference Chairs should read “*Chair and/or Co-Chair(s)*”

POLICY STATEMENT

Add References

Education Act - Section 1

OAPCE By-Law and Constitution

3. MEMBERSHIP

3.3 Composition of the Niagara Catholic Parent Involvement Committee

- Break into two separate sections to outline tasks of voting and non-voting members
- 13th Bullet
One (1) “*member of the*” Secondary Student Senate ~~Representative~~ to be appointed by the Student Senate.

3.4 Delete and renumber remaining points.

4. VACANCIES/TERMS OF OFFICE/OFFICERS/ELECTIONS

4.6 Where a Principal/Vice-Principal, student, teacher or non-teaching representative vacancy occurs, the ~~Niagara Catholic Parent Involvement Committee Chair and the~~ “*Director’s designate*” ~~appointed~~ Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.

4.9.6 The Chair “*and/ or Co-Chair(s)*” shall act as spokespersons for the committee in communicating “*matters of the committee*” with the Director of Education ~~of the Board~~ and “*/or the Director’s Designate/Superintendent of Education*” of the Board the Board.

5. ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIR “AND OR CO-CHAIR(S)”

The Chair “*and/or Co-Chair(s)*” of the Niagara Catholic Parent Involvement Committee ~~in consultation with the appointed Superintendent of Education~~ shall:

- 5.1 Determine “*the dates of*” the Niagara Catholic Parent Involvement Committee meetings in consultation with the ~~appointed~~ “*Director’s designate*” Superintendent of Education.
- 5.2 Plan the agenda with the ~~appointed~~ “*Director’s designate*” Superintendent of Education.
- 5.3 Chair the Niagara Catholic Parent Involvement Committee meetings.

- 5.4 Communicate regularly with the ~~appointed~~ “Director’s designate” Superintendent of Education and Catholic School Councils “regarding matters of the committee”.
- 5.5 ~~The Chairperson must~~ Be diligent in ensuring that any views presented in the capacity of Chairperson “and/or Co-Chair(s)” represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- 5.6 “Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.”
- 5.7 “Participate as ex-officio members of all subcommittees established by the NCPIC.”

7. **ROLE OF THE APPOINTED “DIRECTOR’S DESIGNATE/” SUPERINTENDENT OF EDUCATION**

- 7.2 “In consultation with the Chair and/or Co-Chair(s),” determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- 7.6 Seek input from the ~~council~~ Niagara Catholic Parent Involvement Committee.
- 7.8 Communicate with the Chair “and/or Co-Chairs” of the Niagara Catholic Parent Involvement Committee, “on matters of the committee,” as required.

8. **MEETING PROCEDURES**

Add as 8.1

“Must fully participate in the Annual Commissioning Ceremony of NCPIC members.”

8.2 becomes 8.3

At the first meeting of the new school year the “voting” parent/guardian members ~~appointed by the board~~ shall “in the year where necessary”, elect a parent/guardian member to serve as Chair or parent members to serve as Co-Chairs of the Niagara Catholic Parent Involvement Committee for a term of (2) years.

- 8.5 Meetings will commence on time and not last more than two (2) hours, unless the “majority of the” Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.

9. **SUBCOMMITTEES**

- 9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations “on these matters” to the Niagara Catholic Parent Involvement Committee.

- 9.5 The Chair of the subcommittee, in consultation with the appointed Superintendent of Education shall:

2nd bullet

- Plan the agenda “in consultation with the Director’s designate/ Superintendent of Education”.

3rd bullet

- Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting “on matters of the Committee”.

4th bullet

- Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting “on matters of the Committee”.

5th bullet

- Record and make available the minutes of the subcommittee meetings to the ~~appointed~~ “Director’s designate/”Superintendent of Education “and the NCPIC members.”

6th bullet

- ~~report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting.~~
- “Communicate matters of the subcommittee with the Director’s designate/Superintendent of Education and the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.”

13. CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION

13.1 The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regards to matters that relate to improving student achievement, ~~and~~ well-being “and active parent engagement”.

13.3 The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, ~~and~~ well-being “and active parent engagement”.

18. CODE OF ETHICS

A member shall:

Add as 1st bullet

- “Fully participate in the Annual Commissioning Ceremony of the NCPIC members.”

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE BY-LAWS

Amend the By-Laws to reflect changes made in the Policy.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Parent Involvement Committee Policy (#800.7) and By-Laws, as amended.

APPROVED

6.4 Video Security Surveillance Policy (#701.3)

Controller of Facilities Whitwell presented the amendments to the Video Security Surveillance Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

2nd paragraph, 2nd sentence

The use “implementation” of video security surveillance systems requires the approval of the Director of Education.

Add the following:

“The Director of Education is responsible for the overall Board video security surveillance program.”

ADMINISTRATIVE GUIDELINES

EVALUATING THE USE OF A VIDEO SURVEILLANCE SYSTEM

~~The Board~~ “Senior Administrative Council” will regularly review and evaluate its video surveillance practice at each site.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Video Security Surveillance Policy (#701.3), as amended.

APPROVED

6.5 Death Benefit Policy (#201.5)

Frank Iannantuono, Superintendent of Education/Human Resources, presented the amendments to the Death Benefit Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Death Benefit Policy (#201.5), as presented.

APPROVED

6.6 Deferred Salary Plan (X/Y) Policy (#201.10)

Superintendent Iannantuono presented the amendments to the Deferred Salary Plan (X/Y) Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

Add Reference

- *Collective Agreements between the Niagara Catholic District School Board and OECTA*

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Deferred Salary Plan (X/Y) Policy (#201.10), as amended.

APPROVED

6.7 Leadership Pathway Policy (new)

Superintendent Iannantuono presented the amendments to the Leadership Pathway Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Leadership Pathway Policy (new), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.8 Employee Conferences, Workshops & Meetings Policy (201.15)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Employee Conferences, Workshops & Meetings Policy.

The Policy Committee suggested the following amendments:

POLICY NAME

Employee Conferences, Workshops, and ~~Meetings~~ Seminars Policy

POLICY STATEMENT

1st paragraph

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board recognizes "and supports where appropriate" the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective.

3rd paragraph

"Authorized" employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

ADMINISTRATIVE GUIDELINES

Reimbursement Procedure

7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, "alcohol," charges incurred by a family member, parking violation charges, traffic violation charges.

The Policy Committee requested that the Employee Conferences, Workshops & Meetings Policy (201.15) be vetted from June 3, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.9 Employee Meals & Hospitality Policy (201.14)

Superintendent Vetrone presented the amendments to the Employee Meals & Hospitality Policy.

The Policy Committee suggested the following amendments:

POLICY NAME

~~Employee Meals and Hospitality Policy~~

POLICY STATEMENT

2nd paragraph

~~The Policy defines~~ Hospitality is “defined as” the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds.

4th paragraph

~~This policy~~ “The Niagara Catholic District School Board” shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money while treating all employees fairly and equitably. These expenditures shall be reasonable, transparent, appropriate and as approved.

6th paragraph

Expenditures shall be reimbursed in accordance with administrative guidelines established by the Board “Director of Education”.

ADMINISTRATIVE GUIDELINES

Reimbursement Procedure

7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, charges incurred by a family member, “alcohol,” parking violation charges, traffic violation charges, lavish gifts for staff and other individuals.

The Policy Committee requested that the Employee Meals & Hospitality Policy (201.14) be vetted from June 3, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

INFORMATION

6.10 Policies Being Vetted (Due date – October 11, 2013)

- Acceleration/Retention Policy (400.5)
- Opening or Closing Exercises Policy - Safe Schools (302.6.1)
- Employee Leaves of Absence Policy (201.1)

6.11 Policy and Guideline Review 2012-2013 Schedule

Director Crocco presented the Policy and Guideline Review 2012-2013 Schedule.

7. Date of Next Meeting

Tuesday, September 24, 2013 – 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:35 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
ADULT AND CONTINUING EDUCATION POLICY (400.1)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: September 24, 2013



ADULT AND CONTINUING EDUCATION LEARNING POLICY

STATEMENT OF POLICY

Section: 400 – Educational Programs

No: 400.1

Adopted: February 24, 1998

Revised: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the importance of continuing education programs and accepts its role in providing quality Catholic education programs through ~~in the field of Adult and~~ its Continuing Education Learning Centres to enhance lifelong learning opportunities for elementary students, secondary students, and adult students. It is also important for our elementary and secondary students to have the opportunity to obtain credits and/or remedial instruction and International Languages to assist newcomers to our country to realize their aspirations in Canada.

The Niagara Catholic learning ~~Our community and society, as a whole~~ benefits when continuing education programs and courses ~~opportunities~~ are provided for ~~students adults~~ in order to complete their high Secondary School Graduation Diploma, improve their literacy and numeracy skills, learn English as a Second Language, International Languages, or obtain new skills for life and career endeavours through a variety of program delivery models which allows all students to realize their potential.


Staff will continue to actively pursue continuing education initiatives, in collaboration with ~~cooperation with local and~~ government agencies and community partners to provide quality Catholic continuing education courses and programs ~~these services~~ for all ~~its~~ students.

All of our programs and services provided through ~~in Adult and Continuing Education~~ will be presented within the framework of our Catholic mission.

The Director of Education will issue Administrative Guidelines for the implementation of this Policy.

References:

- *Education Act, Section 171.(1),31*
- *Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2011*
- *Ontario Schools, 2011*
- *Ministry of Citizenship and Immigration Website, 2013*
- *Citizenship and Immigration Canada Website, 2013*
- *Literacy and Basic Skills: Service Provider Guidelines, 2012*
- *Continuing Education Enrolment Registers: Instructions for Administrators, 2012-2013*

	ADULT AND CONTINUING EDUCATION LEARNING POLICY ADMINISTRATIVE GUIDELINES	Section:	400 – Educational Programs
		No:	400.1
		Adopted:	NEW
		Revised:	Nil

The Niagara Catholic Continuing Education Learning Centres will endeavor to provide a variety of Catholic Continuing Education courses and programs subject to funding and viability. Such programs include, but are not limited to:

Continuing Education Day School Credit Classes

Continuing Education Day School Credit courses offered by the Niagara Catholic District School Board will provide opportunities for students to complete their Ontario Secondary School Diploma and/or to complete specific courses required for entry into postsecondary institutions and apprenticeship programs. Flexible programming offered full-time or part-time during the day or in the evening allows students to learn while fulfilling other obligations that may include working and parenting.

E-Learning Self Study Credit Classes

The term *e-learning* refers to the use of electronic technologies to support learning and teaching. E-learning is used to offer a variety of learning opportunities, including online credit courses and online resources for the classroom delivery of learning programs.

English as a Second Language (ESL) Classes

Funded by the Provincial Ministry of Citizenship and Immigration, English as a Second Language (ESL) classes are available for adult students to learn or improve their English skills at appropriate levels from beginner to advanced. Classes are held during the day, at night, and on weekends through a continuous intake model. Students are individually assessed and are taught lessons based on Canadian Language Benchmarks curriculum guidelines.

In order to register for ESL, a student’s first language must not be English and the student must be:

- A Canadian citizen or
- A permanent resident or
- A Convention refugee or
- A refugee claimant or
- An approved Provincial Nominee or
- A foreign domestic worker admitted under the Live-In Caregiver Program

The Niagara Catholic Continuing Education Learning Centres will endeavour to provide interest programs where it deems there is a need for such programs. Community partners are encouraged to bring forward potential interest programs for consideration.

International Language Classes, modern languages other than English or French, are offered to students in Kindergarten to Grade 8 through Niagara Catholic Continuing Education Learning Centers.

International Languages Classes are offered outside of the school hours during evenings and weekends at designated Board sites.

A student may attend classes in one or more languages. During the school year, a student may attend international language classes for no more than two and one half hours per week. During the summer, a student may attend such classes for a maximum of two and one-half hours per day.

The International Youth Summer English Program offers international high school students the opportunity to learn and develop English language skills through formal classroom instruction and informal day-to-day experiences while living with a Canadian host family. The program offers intensive English language instruction, educational, social and physical activities, and Canadian cultural experiences and field trips where the new language is put to use. The program is offered as a 4-week stay in July with two 3-week options available each year. International students are an integral component of the Continuing Education Program.

The Language Instruction for Newcomers to Canada (LINC) Program offers English language instruction, cultural orientation, life skills and job readiness training for permanent residents in Canada. Classes are offered from LINC 1 to LINC 6. All applicants are individually assessed to determine eligibility and language level. The LINC program runs parallel to Continuing Education's ESL program. The Government of Canada, in cooperation with provincial governments, the Niagara Catholic District School Board, community colleges and immigrant-serving organizations, offers free language training across the country to adult permanent residents. LINC offers both full- and part-time classes to suit the needs of our students.

The Literacy and Basic Skills (LBS) Program is designed to provide individualized assistance to adult learners who are seeking to improve their reading, writing, math, employability or computer skills. The LBS Program provides opportunities to adults to improve their literacy and basic skills and information about other Employment Ontario programs. Foundational literacy abilities help individuals in their efforts to pursue their goals of a career, maintaining current employment, participating in further education and training opportunities and increasing personal independence.

Each learner will develop a personal training plan and set personal goals. Learners will develop sufficient skills to pursue further education in a high school credit course, gain everyday skills for independence or acquire the essential skills necessary for employment.

Grade 7 or 8 Remedial Literacy and Numeracy

This course may be offered to students in Grade 7 or 8 when recommended by the principal of the day school in which the pupil is enrolled

This course may be offered to students in Grade 9 or a grade level for whom a non-credit Grade 9 or 10 remedial program in literacy and numeracy has been recommended by the Principal of the day school in which the pupil is enrolled, if it is not provided as part of the school's day school program.

This course may be offered to adults who are parents or guardians of pupils enrolled in a day school program for whom a remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled.

Niagara Catholic Continuing Education Learning offers evening credit courses to regular day school students and to adults who need to complete requirements for the Ontario Secondary School Diploma.

To be considered for admission to a continuing education course offered for credit in the evening, a regular day school student must provide:

- a statement signed by the day school principal indicating that there has been consultation with the student regarding enrolment in the course and that the student has been granted permission to enrol in the course;
- evidence of parental approval, if the student is under the age of eighteen (unless the student is sixteen or seventeen years old and has withdrawn from parental control).

The scheduled time in any evening continuing education course taken for credit will not be less than 90 hours. A statement of the student's achievement will be issued to the student by the principal of the night school and reported to the principal of the school that holds the student's Ontario Student Record for recording on the Ontario Student Transcript.

The Niagara Catholic Continuing Education Learning Centres will endeavour to provide professional learning programs to meet the career goals of continuing education students.

The presence of international students and staff in our Catholic schools brings immeasurable benefits to our learning communities, including a better understanding between cultures, opportunities for local and global community development and stronger intercultural relationships.

The Niagara Catholic District School Board's Integration Experience and ESL Program offers visiting elementary and secondary students a valuable, educational experience through intensive ESL learning and integration within a Niagara Catholic school community. International students from grades five to eleven can participate in a short-term two to eight-week program, which runs at various times throughout the year. Senior students from grade twelve may also participate in the Short-Term School Integration program provided that it is not during mid-term or final examinations. The Short-term School Integration Program offers students the opportunity to develop English language skills, through formal ESL classes, and cross-cultural awareness through everyday integration with Canadian students. The Short-term School Integration program is not funded by any government agency and student fees will apply.

International education partnership agreements will continue to be developed as the Board creates international experiences and opportunities for students and staff in order to position Niagara Catholic as a recognized international destination for Catholic educational experiences.

The Niagara Catholic Continuing Education Learning Centres offers summer school programs, to elementary, secondary, and adult students. The terms of admission to a course offered through summer school will be determined by Senior Administrative Council. A summer school program may not begin until after the last school day in the school year and must end before the first school day of the following school year.

Summer courses may be offered for credit in order to:

- enable students to take additional credit courses;
- allow students to retake courses they have not successfully completed during the school year or courses in which they wish to improve their achievement;
- allow students to achieve a credit through credit recovery of a course that they have not successfully completed during the school year (see section 7.5.1);
- enable students to complete required components of specialized programs (e.g., Specialist High Skills Major programs).

Summer school credit courses must fulfil the same credit requirements as courses offered during the regular school year, including the requirement that each one credit course be scheduled for 110 hours.

English as a Second Language (ESL) instructor program provides Continuing Education students with the opportunity to obtain the qualifications and skills to teach ESL internationally or in Canada. The TESOL programs are:


- *TESOL CERTIFICATE (TESL 100)*
The TESOL Certificate is a 120-hour program recognized by TESL Canada, the national professional association for ESL teachers in Canada.
- *TESOL DIPLOMA (TESL 200)*
The TESOL Diploma requires that students complete an additional 180-hour program recognized by TESL Ontario, the Ontario provincial professional organization for ESL teachers and by TESOL Canada.

International students can register to attend a Niagara Catholic District School Board elementary or secondary school through the Visa Student Program, administered by Continuing Education. Students are able to register for one semester or a full year each time, thus earning credits towards an OSSD. All applications must be screened by the Supervisor of International Education prior to approval by a Niagara Catholic Superintendent of Education responsible for Continuing Education. The VISA Student Program is not funded by any government agency and student fees will apply. The fees, and any associated costs, are set and reviewed annually by the Director of Education.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
CORPORATE CARDS, PURCHASING CARDS
& PETTY CASH POLICY (600.4)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Date: September 24, 2013

	CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY	Section: 600 – Business Services
	STATEMENT OF POLICY	No: 600.4
		Adopted: March 27, 2007
		Revised: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~The Purchasing of Goods and Services Policy~~ (#600.1) and the related Administrative Guidelines recognize that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.

Accordingly, ~~The~~ Niagara Catholic District School Board authorizes the Director of Education to provide Corporate Cards, Purchasing Cards and Petty Cash to appropriate employees in order to **fulfill their duties**. ~~achieve the following objectives:~~

- ~~• Reduce the cost of processing low value purchases~~
- ~~• Receive faster delivery of goods and services~~
- ~~• Simplify and expedite the payment process~~

~~All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:~~

- ~~• The expenses of the Director of Education shall be approved by the Chairperson of the Board.~~
- ~~• The expenses of the Chairperson shall be approved by the Superintendent of Business~~
- ~~• The expenses of the Trustees shall be approved by the Director of Education.~~

The Director of Education ~~shall~~**will** issue the Administrative Guidelines **for the implementation** ~~in support~~ of this policy.

References:

- Purchasing/Supply Chain Management Policy (#600.1)
- Employee Code of Conduct and Ethics Policy (#201.17)



CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY

ADMINISTRATIVE GUIDELINES

Section: 600 – Business Services

No: 600.4

Adopted: March 27, 2007

Revised: Nil

DEFINITIONS

Corporate Card

Company credit card that is issued to corporate executives who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an executive using the corporate card are generally larger and higher in value.

Purchase Card

Procurement card, or P-card, is a form of company credit card that is issued to employees who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an employee using a procurement card are generally small and low value.

All cards are issued to employees who are expected to follow their organization's policies and procedures related to credit card use, including reviewing and approving transactions according to a set schedule.

The liability for abuse of both Corporate/Purchasing cards rests with the company and not with the employee.

1. Corporate Cards will be issued to the following employees:
 - Members of Senior Administrative Council
 - ~~Program Officers~~
 - ~~Principals and Vice Principals at the CEC~~
 - ~~Managers~~
2. Purchasing Cards will be provided to all Principals and Vice-Principals.
3. Corporate Cards and/or Purchasing Cards may be provided with the approval of the Director of Education to other board employees, if it is necessary for them to carry out their responsibilities.
4. **Through the Superintendent of Business & Financial Service, the appropriate Family of Schools Superintendent of Education** may provide adequate Petty Cash Funds for the schools and departments under his/her supervision, in order to facilitate the purchase and payments of low value goods and services.
5. Approved Corporate Cards and Purchasing Cards will ~~by~~ be issued by the bank responsible for the Board's Banking Services and they shall be issued in the name of the Board and the Employee. Approved Petty Cash Funds will be issued by the Accounting Department.
6. Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used for expenses related to Board Business.
7. Cash Advances from Corporate Cards, Purchasing Cards and Petty Cash are not permitted.

DRAFT

8. Personal expenses shall not be charged to Corporate Cards, Purchasing Cards and Petty Cash. Any personal expenses charged in error shall be recovered from the respective employee as soon as possible.
9. Purchases and payments paid by Corporate Card shall be processed using the **Request for Payment of Corporate Card Form** and in accordance with the related instructions.
10. Purchases and payments paid by Purchasing Card shall be processed using the **Request for Payment of Purchasing Card Form** and in accordance with the related instructions.
11. Purchases and payments paid by Petty Cash shall be processed using the **Request for Reimbursement of Petty Cash Form** and the related instructions.
12. All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
 - The expenses of the Director of Education shall be approved by the Chair~~person~~ of the Board.
 - The expenses of the Chair~~person~~ **of the Board** shall be approved by the Superintendent of Business and Director of Education.
 - The expenses of the Trustees shall be approved by the Chair **of the Board** and Director of Education.
13. Failure to abide by this policy and the related administrative guidelines may lead to the cancellation of the Corporate Cards, Purchasing Cards and Petty Cash and may lead to appropriate disciplinary action at the discretion of the Director of Education.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
ACCESS TO SCHOOL PREMISES POLICY
- SAFE SCHOOLS (302.6.3)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: September 24, 2013

	ACCESS TO SCHOOL PREMISES POLICY STATEMENT OF POLICY	Section:	302.6.3 – Safe Schools Schools/Students
		No:	302.6.3
		Adopted:	June 26, 2001
		Revised:	June 17, 2008


In keeping with the **Mission, Vision and Values of the Niagara Catholic District School Board**, current legislation ~~which~~ specifies who is permitted ~~to be~~ on school premises when the premises is ~~being~~ used for a purpose authorized by the Board on any day or at any time.

The Niagara Catholic District School Board authorizes its staff to utilize the provision of the regulation and the Criminal Code in efforts to ensure the safety of ~~staff and students~~ **all persons on school premises, including all schools, Board sites and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses**

The Principal and Vice-Principal and each agent of the Board is authorized to prohibit entry to the premises ~~by~~ **of** an unauthorized person or to direct any unauthorized person to leave the premises. The Director of Education will ~~establish~~ **issue** Administrative Guidelines ~~and procedures~~ for the implementation of this Policy.

References:

- *Access to School Premises, Regulation (O.Reg.474/00) and Amendments (O.Reg. 471/07) S. 305 of the Education Act*
- *Trespass to Property Act (R.S.O. 1990 C. T. 21; Sections 1-5, 9)*
- *Video Security Surveillance Policy No. 701.3*

	ACCESS TO SCHOOL PREMISES POLICY ADMINISTRATIVE GUIDELINES	Section:	302.6.3 – Safe Schools Schools/Students
		No:	302.6.3
		Adopted:	June 26, 2001
		Revised:	September 18, 2008

The Access to School Premises Administrative Guidelines clarify the expectations and procedures governing who is and who is not permitted on school premises in keeping with O. Reg. 474/00 as amended by O. Reg. 471/07.

1. **Subject to any restrictions set out in this regulation, the following persons are permitted to be on school premises when the premises are being used for a purpose authorized by the Board:**
~~O. Reg. 471/07:~~

- A person/pupil enrolled in the school.
- A parent or guardian of such pupil.
- A person employed or retained by the Board.
- A person on the premises for lawful purpose.

~~These right to~~ Access to school premises does not entitle the person/individual to have access to all areas of the school.

2. **Conditional Access is granted to the following:**

- A person invited to attend an event, class or meeting.
- A person invited by Principal, Vice-Principal or someone else authorized by Board policy to be in school for a specific purpose.

3. **Prohibition from Access:**

- All entrances of elementary schools shall remain locked and/or secured.
- All entrances of secondary schools shall remain locked and/or secured where appropriate.
- A Principal/Vice-Principal or another person authorized by the board has the duty to exercise his/her discretion to refuse admission to anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises. *O. Reg. 474/00, s. 3 (1)*
- A Principal/Vice-Principal or another person authorized by the board has the duty to exercise his/her discretion to refuse admission to anyone who fails to report his or her presence on the premises in a specified manner. *O. Reg. 474/00, s. 3 (2)*

4. **Trespass to Property**

A Principal/Vice-Principal/or designate of a school may direct a person to leave the school premises if it is believed that the person is prohibited by regulation or under a Board policy from being there.

- In the event a Principal, Vice-Principal or staff member observes or becomes aware of a person who has or is entering premises where entry is prohibited, or is engaging in a prohibited activity or fails to leave the premises immediately after being directed to do so, they may do the following:
 - if possible, confront the "trespasser" and identify yourself.
 - ask the "trespasser" to identify him/herself including postal address and the reason for his/her presence on school property. If the trespasser appears to be a student from another school, ask for the name of the school.
 - verbally request the person to leave the premises and not return.
 - send the "trespasser" a written notice stating that the individual 's presence on school property including all schools, Board sites and all adjacent Board property of the Niagara

Catholic District School Board, inclusive of playgrounds, parking lots, and school buses (Appendix A), by registered mail with copies of the letter to the police and Area Superintendent of Education.

- if unable to identify the person for the purpose of sending a letter, the Principal/Vice-Principal should record the incident and that the trespasser **has** received a verbal warning.
- Once warned, if a school official observes or becomes aware of the trespasser returning, it is his/her responsibility to immediately contact the police and then monitor the situation while awaiting the arrival of the police, as he/she may be necessary as a witness in any subsequent proceedings.
- It is the responsibility of the police to investigate, arrest and charge an alleged trespasser if they observe the trespassing or it is deemed to be "fresh departure". Alternatively, the police will issue the trespasser with a summons under the *Ontario Regulation 474/00, Access to School Premises*.

5. Building Entrance Signage

~~While schools are not required to have signage indicating that unauthorized persons may be charged and fined up to \$5,000 under the *Education Act's Access to School Premises Regulation 474/00*, Schools are encouraged to make their public aware of the regulation governing access to school premises.~~

All schools ~~will be~~ **are** required to post signs welcoming and requiring all visitors to **begin their visit first report** to the school **by reporting to the school** office or designated area before going to other sections of the building.

- Each school shall designate the location or locations it wishes to be identified as visitor entrances. These entrances will be the locations to be posted with the Board approved sign.
- Schools may wish to consider other control measures to ensure that these identified entrances are the only entrances available to visitors during the regular school hours.
- ~~• An initial supply of school specific signs shall be provided to each school. Replacement quantities, if required at a future date, can be directly ordered by each school from the Catholic Education Centre.~~

6. School Watch Program

School Watch Program signs are posted at all schools and Board sites in the Niagara Catholic District School Board. Principals/Vice-Principals invite community neighbours by letter (Appendix B) to participate in the school watch program by anonymously contacting the police during non-school hours if they observe any inappropriate activities or actions on school board property.

7. Visitor's Log Book

Each school will keep a Visitor's Log Book ~~in which~~ to record pertinent information regarding **all** visitors. The Visitor's Log Book will be maintained as per the following guidelines:

- As outlined in Section 265(n) of the Education Act, the maintenance of the Visitor's Log-Book shall be the responsibility of the school principal.
- The Visitor's Log Book shall be kept in a location determined by the principal and shall be administered by such personnel as directed by the school principal.
- All visitors **entering the school beyond the office** ~~in possession of a Photo I.D. Badge or who are issued a School Specific I.D. Badge~~ must complete the information required in the Visitor's Log Book **and wear a visitor's Identification Card**.
- ~~• Each school shall determine the practice it wishes to follow regarding any obligation to sign the Visitor's Log Book for other categories of personnel who visit the building (e.g. School volunteers).~~

- ~~• In general, it is not anticipated that parents who bring their children to school or pick them up at the end of the school day should be required to sign the school's Visitor's Log Book. Individual schools may develop other such examples of exclusion from the requirement to sign the Visitor's Log Book.~~

8. Visitors to Schools - Identification ~~Badges~~ **Cards**

All school visitors authorized to be in a school building or on school property are required to wear Board issued I.D. ~~badges~~ **cards**. ~~The badges are a means by which visitors approved to be in a school building or on school property can be readily identified. Those without the proper identification would also be readily identifiable and their purpose for being on school property can be determined.~~

~~The use of I.D. badges cards is generally intended to apply during the typical daytime hours of operation of the schools. There are two forms of identification badges cards available as follows:~~

- **Photo I.D. ~~Badges~~ Cards**

~~Photo I.D. Badges Cards shall be issued:~~ **to all Niagara Catholic employees.**

- a. ~~To all central service employees and Trustees of the Board. (Catholic Education Centre staff, Student Services Area staff, Maintenance staff) who have occasion to visit various school buildings as a requirement of their jobs.~~

- b. ~~To all Trustees of the Board.~~

- **School and Board Specific I.D. ~~Badges~~ Cards**

~~A quantity of School and Board Specific I.D. Badges cards shall be provided to the Board and each school to be used to identify those all visitors, who have not been issued a photo I.D. by the Board and who the school has determined should be issued such badges in accordance with the school's established procedures.~~

All personnel who have been issued either Photo I.D. or School-Specific ~~Badges~~ **cards** shall be required to wear those ~~badges~~ **cards** prominently at all times when in the schools of the Board.

9. ~~GENERAL~~

- ~~A member of Central Office Staff shall be appointed to coordinate the issuing of Building Entrance Signage and Photo I.D. Badges cards.~~
- ~~The administration of the School Visitors' Log Book and distribution of School Specific Visitor I.D. Badges cards within each school building shall be directed by the school principal.~~

SAMPLE LETTER

Date

Mr. J. Sample
1234 Main Street
Niagara Falls, Ontario
L1J 2E4

Dear Mr. Sample:

Re: Trespass Warning

Sent by Registered Mail

This letter is to inform you that under ~~the Education Act, Section 265,~~ the *Trespass to Property Act*, and ~~the Access to School Premises Regulation 474/00 s.305 of the Education Act,~~ that you are not ~~under any~~ circumstances, permitted access to, or to be on the premises of, _____, [Name of school, municipality and address], Ontario **and all Board sites.**

Board sites include all schools, Board sites, and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses.

~~In the event that~~ **If you [or Name of Student] the above is violated,** for any reason **disregard the conditions set out in this letter, and enter(s) the premises of the Board if you set foot on the school property,** a telephone call will be made to the Niagara Regional Police **Services** who will be instructed to charge you under the ~~Access to School Premises Regulation 474/00~~ *Trespass to Property Act*, R.S.O. 1990 c.T.21 as **amended** Conviction of such an offence may result in a fine of up to \$5,000.00.

If found guilty of trespassing, you (he/she) could be liable to a fine of up to \$2000, and in the event of any damage, a further judgement of up to \$1000.

Please be advised that no further warning will be given, and that you are advised expected to conduct yourself accordingly appropriately at all times.

~~Yours truly~~ **Sincerely,**

Principal

cc. ~~Chief of Police,~~ Niagara Regional Police Services
Family Superintendent of Schools' **Superintendent**
~~Parent~~ **Board Solicitor**

APPENDIX B

SAMPLE LETTER OF PARTICIPATION-SCHOOL WATCH PROGRAM

Place on School Letterhead

DATE

Re: Community School Watch Program

Dear Community Partner/Neighbour:

This is a letter of invitation to our community partners and neighbors of our school to participate in the Niagara Catholic District School Board School Watch Program.

As community partners and neighbours you are invited to participate in the School Watch Program simply by anonymously contacting the Niagara Regional Police Services during non-school hours if you observe any inappropriate activities or actions on school board property.

For non-emergency calls or for general information, do not dial 9-1-1.

Use the Niagara Regional Police Service number for your area and follow the instructions given by the automated attendant:

Area Phone Number

St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold	905.688.4111
Pelham	905.735.7811
Grimsby, Lincoln and West Lincoln	905.945.2211
Welland, Wainfleet and Port Colborne	905.735.7811
Callers with a TTY, a text telephone device that is used by the hearing or speech impaired	905.688.1466

Thank you for your participation in the Niagara School Watch Program and for your continued support of Catholic education in the Niagara Catholic District School Board.


Sincerely,

(Insert Principal's Name/Designate)
(Insert Title)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
SCHOOL GENERATED FUNDS POLICY (301.6)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Date: September 24, 2013

	SCHOOL GENERATED FUNDS POLICY	Section: 300 – Schools/Students
	STATEMENT OF POLICY	No: 301.6
		Adopted: April 25, 2006
		Revised: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~The~~ Niagara Catholic District School Board recognizes that funds may be generated at the school level from a number of different and varied sources. School Generated Funds are to be used **to enhance the learning environment in schools and shall be aligned with the Board’s Vision 2020 Strategic Plan.** ~~for the enhancement of educational programs and to support approved school-based initiatives.~~

The Board has a mandate and fiduciary responsibility to ensure proper management of the funds to protect public interest and trust. The accounting and control of the proceeds of School Generated Funds must be conducted in accordance with the Administrative Guidelines outlined in this policy.

The Policy on School Generated Funds **operates in conjunction with** ~~will be consistent with~~ existing Provincial Legislation, ~~from the Province of Ontario, (i.e., MOE Regulation 612 as it pertains to School Councils)~~ other Board Policies, ~~(i.e., Fundraising Policy)~~ and accounting principles. ~~as described in the Public Sector Accounting Board (PSAB) standards.~~


~~The Board, through its administration will provide appropriate guidance, authority and protection to school staff and fundraising volunteers by providing guidelines and procedures for the administration and reporting of School Generated Funds.~~

~~The provisions of this policy are expected to meet the public’s rightful and reasonable expectations regarding the consistent and transparent stewardship of School Generated Funds.~~

The Director of Education will issue **Administrative Guidelines for the implementation** ~~in support of~~ this policy.

References:

- Ontario Regulation 612/00 – School Councils and Parent Involvement Committees
- Public Sector Accounting Board (PSAB)
- Niagara Catholic District School Board Fundraising Policy (301.4)
- Student Fees Policy (301.11)

	SCHOOL GENERATED FUNDS POLICY ADMINISTRATIVE GUIDELINES	Section:	300 – Schools/Students
		No:	301.6
		Adopted:	April 25, 2006
		Revised:	Nil

(An detailed Administrative Manual is provided to all Niagara Catholic Schools.)

Table of Contents

- ~~Introduction~~
 1. ~~Sources and Uses of School Generated Funds~~
 2. ~~Accountability Roles and Responsibilities~~
 3. ~~Banking/Receipts/Disbursements~~
 4. ~~Financial Reporting~~
 5. ~~Accounting Systems~~
 6. ~~Financial Review~~
 7. ~~Goods and Services Tax~~
 8. ~~Provincial Sales Tax~~
 9. ~~Charitable Donations~~
 10. ~~Lotteries and Games of Chance~~
 11. ~~Entering into Contracts~~
 12. ~~Catholic School Councils~~
 13. ~~Student Councils~~
 14. ~~1. Changes in Principal~~

~~Section 1—~~ INTRODUCTION

These procedures are based on the **January 2009** publication, “**School Generated funds Guidelines**” from the **Ontario Association of School Business Officials (OASBO)** and ~~review of the Ontario Association of School Business Officials August 2005 document~~ and revised to meet the Niagara Catholic District School Board’s requirements.

~~Section 2—~~ SOURCES AND USES OF SCHOOL GENERATED FUNDS

Funds raised should have a defined purpose and must be used for the intended purpose. Residual amounts raised for a specific intent at the end of on school year shall roll forward to the next year, and are not to be used for another purpose.

Categories of school generated funds:

1. **Local School Initiatives**
 2. **Board approved initiatives**
 3. **Charities**
 4. **Donations**
 5. **Fee for service**
- ~~School generated fees for services, athletics, etc.~~
 1. ~~School generated fund raising for charities and/or specific events/initiatives~~
 2. ~~Catholic School Council/Student Council/School generated fund raising for charities and/or specific events/ initiatives/activities~~
 3. ~~Funds raised through a Board wide initiative.~~
 4. ~~Funds raised through local school initiatives~~
 5. ~~1. Funds donated to schools~~

Funds raised for a general purpose with no specific intent must be used for school related activities and disclosed clearly for all participants.

~~Acceptable and unacceptable uses of school generated funds:~~

~~Discretionary Funds raised for a general purpose with no specific intent must be used for school related activities, at the discretion of the school Principal, and/or require Catholic School Council/Student Council input. Funds received from such areas as i.e. cafeteria commissions, photo rebates and GST refunds could be allocated for discretionary purposes (Principal's Project). Expenditures made using these funds must at all times be made with the overall purpose of benefiting the school environment and community. It is an expectation that approved staff development activities and the funding of such activities will be supported through board generated funds as opposed to school generated funds. Notwithstanding, all pertinent and necessary expenditures (i.e., refreshments) for the facilitation of meetings can be supported through school generated funds.~~

~~A list of unacceptable uses of school generated funds would include;~~

- ~~1. Items that are to be purchased from the Board's budget (i.e. textbooks, classroom supplies):~~
 - ~~• Goods or services from employees, where such purchase would contravene **Section 217 of the Education Act.**~~
 - ~~• Mileage reimbursements to employees.~~
 - ~~• Monetary payments to employees for services and/or social events~~
 - ~~• Investments other than those permitted by the Board and **Regulation 471/97 of the Education Act (ELIGIBLE INVESTMENTS).**~~

Caution: Expenditures made from school generated funds that do not directly benefit the students in the school are not permitted. ~~subject to greater scrutiny and may require further justification.~~

~~Section 3—Accountability—~~ **ROLES AND RESPONSIBILITIES**

Objective

- To clarify the roles and responsibilities of individuals involved in school generated funds.

Specifies:

Roles & Responsibilities of the Director of Education

- Establish administrative guidelines for school generated funds.
- Receive any financial review as determined by the appropriate Superintendent or designate

Roles & Responsibilities of the Superintendent of Business & Financial Services or Designate

- Provide training to staff on the appropriate application of the administrative guidelines.
- Complete and/or follow-up on financial review reports.
- Receive and maintain a central file of annual financial reports from each Family of Schools Superintendent.
- The Manager of Student Information and Administrative Services will also receive and maintain a central file of annual financial reports.
- Report to the Family of Schools Superintendent
 - if funds are lost or stolen
 - any misuse of funds
 - failure to follow any policy or administrative guidelines

Roles & Responsibilities of the Family of Schools Superintendent

- Review with Principals current Board policy and Administrative guidelines.
- Verify that schools are complying with the reporting requirements of the Administrative Guidelines for School Generated Funds (particularly Section 4 and 5).
- Family of Schools Superintendent's may request financial records at their discretion.
- Report to the Senior Business Official or designate:
 - if funds are lost or stolen
 - any misuse of funds
 - failure to follow any policy or administrative guidelines

Roles & Responsibilities of the Principal

- Ensure that the Administrative Guidelines for School Generated funds are implemented in compliance with Board Policy and or Administrative Memorandum
- Act as one of the approved signing officers on the school bank account.
- Appoint the Designated Secretary responsible for receipts, disbursements, banking and record keeping and communicate those responsibilities.
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
- Ensure that no staff members or members of the community are collecting and managing funds in their own bank account.
- Communicate responsibilities to staff members.
- Ensure that there is a primary contact for each club or class involved with financial transactions.
- Review, initial and date the monthly bank reconciliation.
- Review records periodically.
- Review, sign and date the annual Financial Reports.
- Distribute and/or make available the annual financial reports as outlined in the section on Financial Reporting.
- Notify the Family of Schools Superintendent and the Senior Business Official immediately if funds are lost or stolen.
- Ensure that the school or any individual associated with the school does not enter into contracts in the name of the school or the Board.
- Ensure that the Catholic School Council chair is aware and understands their roles and responsibilities.
- Provide financial reports for the Catholic School Council to review as they pertain to Catholic School Activities on a quarterly basis as a minimum.

Roles & Responsibilities of the Designated Secretary in the school

- Implement the administrative guidelines for school generated funds as directed by the Principal.
- Act as one of the approved signing officers on the school bank account.
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank on a regular basis.
- Issue cheques ensuring that all requests for payments are properly supported and approved by the Principal.
- Record transactions on a regular basis.
- Complete the monthly bank reconciliation.
- Prepare transaction reports as required.
- Advise the Principal of deviations from the administrative guidelines outlined in this manual.
- Prepare annual financial report and submit to Principal.
- Assist during financial review.
- Participate in board sponsored training relating to school generated funds.
- With approval of the principal, delegate some of these duties to another staff position directly involved with school generated funds.

Roles & Responsibilities of

Staff Members

- Collect money from students or other sources as applicable.
- Count money collected and record amount and intended use on the Deposit Voucher Funds Received Form as indicated in the section on Banking, Receipts and Disbursements.
- Ensure funds collected are delivered to the Designated Secretary on a daily basis.
- Ensure that invoices have the appropriate approval and are delivered to the Designated Secretary for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure that funds received are disbursed as per the intent of the funds raised or collected.
- Request and review transaction reports on a regular basis and advise the Designated Secretary of any discrepancy.

Roles & Responsibilities of Catholic School Council Chair

- Work with the Principal to ensure that the sources and uses of school generated funds comply with Board policy and the established administrative guidelines.
- Ensure fundraising activities involving the students and/or the school are in compliance with Board policies and no direct or indirect benefit is derived by a member of the Catholic School Council.
- Ensure that Catholic School Council members are aware that where conflicts of interest exist, they are disclosed.
- Review, sign and date the annual Catholic School Council financial reports.
- Attend board sponsored training relating to school generated funds.
- Ensure that all records and financial reports are available for review at the school as indicated in the section on Catholic School Councils.

~~Section 4~~ BANKING/RECEIPTS/DISBURSEMENTS

Objective

To simplify banking practices while;

- ensuring security of funds
- protecting those responsible for handling the money
- maintaining adequate records

The following practices represent the minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements.

Establishing a Bank Account

- The school must have only one “school generated funds” bank account.
- Where schools participate in Lotteries and Games of Chance; a second separate bank account must be maintained.
- The bank account shall be in the name of the school.
- Cheques for the school bank account should be pre-numbered.
- The account must require two signatures on all cheques.
- It is acceptable to have up to four signing officers. The Principal must be one of the four.
- Bank account established should be such that statements are issued on a monthly basis along with returned cheques.
- The bank statement should cut-off on the last day on the month.

Receipts

- All money received at the school is to be stored on site in a designated locked and safe location, which has limited access.
- All money collected is to be deposited intact to the bank account promptly. This means that expenditures are not paid from the cash collected. The total funds are deposited to the bank and a cheque written to pay for expenditure.

- All staff collecting money must complete the attached “Deposit Voucher” and forward to the Designated Secretary in the school office.
- Once the Designated Secretary receives the money, he / she will sign for receipt of funds on the “Deposit Log”. Designated Secretary will note a reference number on the Deposit Log and Deposit Voucher. The individual making the deposit to the office should sign the log indicating the deposit of funds to the office and should be done in the presence of the Designated Secretary.
- The Deposit Voucher must be fully completed accompanied by a class list or other supporting documents and must be totaled and signed to ensure that the deposit is accurate and deposited to the correct category/subcategory.
- Where possible, money should be counted in the presence of two individuals.
- When the funds have been counted by the Designated Secretary, he / she will sign the Deposit Voucher indicating that the actual money originally submitted were correctly accounted for and verified.
- You may use the same procedure for receipting funds received directly from individuals or groups not employed by the Board.
- The Deposit Voucher must be used to process all deposits to the school bank account.

Disbursements

- All disbursements should be recorded promptly.
- All payments should be made by cheque or through Board approved petty cash.
- Pre-signing of cheques is not acceptable. Signature stamps are not acceptable.
- Payments should only be made upon the presentation of original invoices, receipts or other appropriate supporting documentation approved by the Principal.
- When a cheque is issued the invoice must be marked paid and the cheque number and date recorded on the original documentation. Payments should not be made from company statements.
- Cheques made payable to cash or payments in advance to employees are not acceptable.
- Reimbursements to Principals above a set dollar amount (determined by board) must be approved by their Superintendent.
- Using the number control feature, all cheques should be accounted for. Voided cheques should be retained.
- Unused cheques should be stored in a designated, secure location in order to prevent loss or theft.

Investments

Where a school has excess funds, they may be invested in the name of the school as permitted by Reg. 471/97 of the Education Act (Eligible Investments) and Board Policy and practices (e.g. term deposits, GIC's, etc.). These funds should be invested on a short-term basis.

Bank Reconciliation

- Monthly bank reconciliations must be completed.
- Cheques not cashed within six months are stale-dated and should be reversed in your records.
- The Principal shall review the monthly bank reconciliation, sign it and retain on file.

Caution: ~~Deviation from the above administrative guidelines will leave the school vulnerable to potential problems. The need to have administrative guidelines in place is often not recognized until something goes wrong. The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement. It is important that school administrators support and follow the established practices.~~

Section 5— FINANCIAL REPORTING

The Principal is accountable for the money to both the school community and the Board. Financial statements demonstrate accountability and, at the same time, provide information for decision-making needed by the school community and the Board.

Objective

To provide a format for financial reporting including:

- Who will be responsible for preparing the reports
- What will be included in the reports
- The fiscal period that will be covered
- The reports that are required
- When they will be distributed
- To whom they will be distributed.

Specifics

- The financial reports shall be prepared under the direction of the Principal.
- The reports shall encompass all money generated in the name of or under the auspices of the school regardless of its source or use.
- The fiscal year for the reports shall be September 1 to August 31.
- The Principal shall review, sign and date all reports.
- The reports shall be made available at the school to the members of the school community upon request.
- The reports shall be kept with the records for the school generated funds for seven years.

Minimum Required Reports to Include

- 1. Plan for School Generated Funds – Yearly
- 2. Banking Summary Report – Monthly
- 3. Itemized Category Listing Report – Monthly
- 4. Summary Template (Template) - Annual
- 5. Bank Reconciliation Report – Monthly

~~Section 6~~

Accounting Systems

The current accounting software package in place used to track school generated funds is “Schoolbanking.net”.

~~Section 7~~

Financial Review

The board’s appointed financial reviewer will conduct audits of school generated funds. ~~Usually~~ **T**his occurs on a cyclical basis, so that each school is audited periodically. Through a financial reviewer, regular financial reviews of school generated funds will be undertaken. The financial review function reports to the Director of Education.

~~Section 8 – Goods and Services~~

Harmonized Sales Tax

All items purchased through the school generated funds bank account, if one exists, are eligible for **H**G.S.T. rebate as follows:

- **A rebate of 93% of Provincial Sales Tax**
- **A rebate of 68% of Federal Sales Tax**
- ~~A rebate of 100% of the GST paid on all purchases of printed books, audio recordings of printed books and printed versions of religious scriptures.~~
- ~~A rebate of 68% of the GST paid on all other purchases~~

To obtain a rebate of the **H**GST paid on items purchased through school generated funds, or the Catholic School Council funds **a HST rebate report must be prepared by the school.**

- ~~A GST Rebate report must be prepared by the school~~
- ~~The GST Rebate report must be reviewed and signed by the Principal~~

Original invoices that support the amounts shown on the **HGST Rebate Claim** must be kept on file at the school for audit purposes for a period of 7 years.

~~Section 9 – Provincial Sales Tax~~

~~When buying an item under the general exemptions, notify the vendor that the purchase is exempt from PST. In this case, the vendor may request a Purchase Exemption Certificate. If so, complete the PEC and forward to the vendor, keeping a copy for the schools records.~~

~~Section 10 – Charitable Donations~~

The Canadian tax system encourages taxpayers to support the activities of registered charities by allowing a tax credit to be claimed by a donor.

~~Section 11 – Lotteries and Games of Chance~~

A license from the **Alcohol and Gaming Commission of Ontario** is required for all lotteries and games of chance.

All licenses require that a separate trust bank account be used for revenue and expenses. A condition of all licenses is that you report on the financial activity of the project.

~~Section 12 – Entering into Contracts~~

Board Administration, in consultation with schools, will determine the extent to which schools can enter into individual school contracts. ~~In many cases, Board policy, procedures, and administrative guidelines will establish the parameters regarding the dollar amount and the duration of contracts into which schools can enter.~~

~~Section 13 – Catholic School Council~~

~~Background:~~

Under the Education Act Regulation 612, school boards in Ontario are required to establish a Catholic School Council for each school within the board. These Councils are advisory bodies that may make recommendations to the school Principal or the board on any matter. Many Catholic School Councils perform fundraising activities in the name of the school and as such are required to conform ~~with~~ to the appropriate sections of Regulation 612 that deal with fundraising issues. The Principal is ultimately responsible for activities related to the school and therefore is also responsible for Catholic School Council activities.

Objective

To clarify:

- Ownership of Catholic School Council funds
- Bank Procedures
- Financial reporting requirements
- Record Retention

Ownership of Catholic School Council Funds

The Ministry of Education's document, Catholic School Councils ~~A~~ Guide for Members (2002), states "*Catholic School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the Catholic School Council (and any assets purchased with those funds) belong, legally, to the board.*" Fundraising for schools by Catholic School Councils is a partnership between the school, the board and the fundraising group. The full document can be viewed at the **Ontario Ministry of Education site**.

All fundraising activities and expenditures must be conducted in accordance with Board policies. Particular attention needs to be paid to policies on purchasing, conflicts of interest and other similar policies. This is clearly stated in Regulation 612, section 22.

Banking Procedures

Catholic School Councils are not to have a separate bank account. All deposits and disbursements should flow through the school bank account.

To facilitate the issuing of cheques for ongoing activities such as the payment for pizza on pizza days, the council may wish to authorize activities for which funds can be disbursed and reported at the next Council meeting. Other disbursements would require principal/council approval prior to the initiation of the purchase.

For the security of the funds and to protect anyone handling money raised through Catholic School Council activities, all money needs to be counted and kept in the school for prompt deposit to the school bank account.

Financial Reporting Requirements

To enable the Catholic School Council to manage and monitor Catholic School Council funds and fundraising activities, current financial information is required. To achieve this goal, quarterly reports outlining the sources and uses of the funds and the current financial position of the Catholic School Council are required as a minimum. The school is responsible for ensuring that this information is shared with the Catholic School Council on a regular basis.

Regulation 612, section 24, Catholic School Councils states “every Catholic School Council shall annually submit a written report on its activities to the Principal of the school and to the board”. It further states, “If the Catholic School Council engages in fundraising activities, the annual report shall include a report on those activities.” The Catholic School Council may wish to use the Catholic School Council Summary report noted above to meet the reporting requirement.

It should be noted in the Catholic School Council meeting minutes that this report has been received and approved.

The fiscal year for Catholic School Councils is September 1 to August 31 of the following year. This is the same as the boards’ fiscal year prescribed by the Province of Ontario. Annual financial reports shall reflect the activities undertaken during this timeframe. These reports will allow the Council to confirm that disbursements made coincide with previously approved disbursements.

Record Retention

Regulation 612, section 16, states that “(1) A Catholic School Council shall keep minutes of its meetings and records of all of its financial transactions.” It goes on to state “(2) The minutes and records shall be available at the school for examination without charge by any person.” “(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.” As a matter of consistency with other financial record retention requirements, all records are to be maintained on board premises for a period of seven years.

~~**Caution:** Catholic School Councils are reminded that Regulation 612 of the Education Act governs their activities, responsibilities and reporting requirements. It is the Principal’s responsibility to advise Councils when their activities fail to meet the requirements outlined in the regulation and Board policies and procedures.~~

~~**Section 14**~~

~~**Student Councils**~~

~~Keeping track of the money raised and spent is considered an educational experience for the students involved. Student Councils require financial reports that show the results of their efforts.~~

~~**Section 15**~~

~~**Changes in Principals**~~

~~To ensure that when the Principal changes, basic financial information is transferred to the new Principal and that a financial review is completed.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

TOPIC: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

The Policy and Guideline Review 2013-2014
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: September 24, 2013

POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

AS AT SEPTEMBER 24, 2013 (Sorted by PC DATE)

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS		Sept. 2013	Dec. 2013
1998		400.1	Adult and Continuing Education	FI		Sept. 2013	Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV		Sept. 2013	Dec. 2013
2006		301.6	School Generated Funds	GV		Sept. 2013	Feb. 2014
2006		301.7	Ontario Student Record (OSR)	ML		Oct. 2013	Feb. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI		Oct. 2013	Apr. 2014
2003		400.5	Acceleration/Retention (Elementary)	ML		Oct. 2013	Nov. 2013
1998	2001	201.1	Employee Leaves of Absence	FI		Oct. 2013	Nov. 2013
2001	2002	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	FI		Oct. 2013	Nov. 2013
2007		600.5	Advertising Expenditures	GV		Nov. 2013	Feb. 2014
1998		701.1	Architect Selection	SW		Nov. 2013	Feb. 2014
1998		400.1	Adult and Continuing Education	FI		Nov. 2013	Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV		Nov. 2013	Dec. 2013
2007		201.15	Employee Conferences, Workshops & Meetings	GV		Nov. 2013	Dec. 2013
2007		201.14	Employee Meals & Hospitality	GV		Nov. 2013	Dec. 2013
2007		100.9	Advocacy Expenditures	GV		Jan. 2014	Apr. 2014
2006		201.13	Sexual Misconduct	FI		Jan. 2014	Apr. 2014
2007	2010	500.2	Student Transportation	GV		Jan. 2014	Apr. 2014
1998		701.1	Architect Selection	SW		Jan. 2014	Feb. 2014
2006		301.7	Ontario Student Record (OSR)	ML		Jan. 2014	Feb. 2014
2006		301.6	School Generated Funds	GV		Jan. 2014	Feb. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC		Feb. 2014	May 2014
NEW		NEW	Enrolment Register Policy	GV		Feb. 2014	May 2014
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS		Feb. 2014	Mar. 2014
2007		600.5	Advertising Expenditures	GV		Feb. 2014	Mar. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI		Mar. 2014	Jun. 2014
2007		100.9	Advocacy Expenditures	GV		Mar. 2014	Apr. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI		Mar. 2014	Apr. 2014
2006		201.13	Sexual Misconduct	FI		Mar. 2014	Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC		Apr. 2014	May 2014
NEW		NEW	Enrolment Register Policy	GV		Apr. 2014	May 2014
2007	2010	500.2	Student Transportation	GV		Apr. 2014	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI		May 2014	Jun. 2014

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting	After Vetting	
2009		701.4	Accessibility Customer Service	LAFS			
2012	2013	800.8	Accessibility Standards	YB			
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS			
1998	2010	302.1	Anaphylaxis	YB			
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI			
1998	2012	301.3	Attendance Areas	SW			
2012		201.16	Attendance Support Program	FI			
1997	2010	100.1	Board By-Laws	JC			
2012		701.5	Bottled Water	LAFS			
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI			
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI			
1998	2013	800.1	Catholic School Councils	LAFS			
2001	2012	400.3	Christian Community Service	ML			
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI			
1998	2011	800.3	Complaint Resolution	JC			
1998	2013	800.2	Community Use of Facilities	SW			
2002	2013	201.5	Death Benefit	FI			
2002	2013	201.10	Deferred Salary Plan (X/Y)	FI			
2012		302.8	Diabetes Management	YB			
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	FI			
1998	2012	301.2	Education-Based Research	LAFS			
1998	2013	400.2	Educational Field Trips	ML			
2006	2012	201.12	Electronic Communications Systems (Employees)	MC			
2006	2012	301.5	Electronic Communications Systems (Students)	MC			
2012		302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	FI			
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI			
2012		201.17	Employee Code of Conduct & Ethics	FI			
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI			
2002	2012	201.7	Employee Workplace Harassment *	FI			
2002	2011	201.11	Employee Workplace Violence *	FI			
2011		400.6	Environmental Stewardship	SW			
2010	2010	100.1	Equity and Inclusive Education	YB			
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC			
2010		800.6	Facility Partnerships	SW			
2002	2012	301.4	Fundraising	GV			
2013		203.4	Leadership Pathways	FI			
1998	2010	600.3	Monthly Financial Reports	GV			
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI			
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS			
2005	2011	302.7	Nutrition	YB			
2002	2011	201.6	Occupational Health & Safety *	FI			
1998	2012	702.1	Playground Equipment	SW			
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML			
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	FI			
1998	2010	701.2	Pupil Accommodation Review	SW			
1998	2011	600.1	Purchasing/Supply Chain Management	GV			
1998	2011	600.2	Records and Information Management	JC			
1998	2008	201.4	Reimbursement of Travel Expenses	GV			
2010	2010	100.10.1	Religious Accommodation	YB			

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting	After Vetting	
1998	2010	201.2	Retirement & Service Recognition Celebration	FI			
1999	2010	302.3	Safe Arrival	FI			
2009		302.8	Safe Physical Intervention with Students	LAFS			
2001	2013	302.6	Safe Schools	FI			
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	FI			
2011	2011	301.11	Student Fees	YB			
2001	2012	302.5	Student Parenting	ML			
2013		100.6.12	Student Senate - Elementary	JC			
2000	2013	100.6	Student Senate - Secondary	JC			
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	FI			
1998	2012	100.4	Student Trustees	JC			
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC			
2010		100.12	Trustee Code of Conduct	JC			
2011		100.13	Trustee Expenses & Reimbursement (<i>Interim</i>)	JC			
2010		100.11	Trustee Honorarium	JC			
2002	2013	701.3	Video Security Surveillance	SW			
2011		301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB			
2001	2009	302.4	Volunteer Driver	YB			
2007	2008	800.4	Volunteer Recognition	JC			
2013		800.9	Volunteering in Catholic Schools	FI			

* **MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS