

## REPORT OF THE POLICY WORKING COMMITTEE

2018 April 24  
3:05 p.m. – 4:16 p.m.

### MEMBERS

A. Morell (Chair)                      C. Goodall  
R. Tisdale                                J. Bennett  
M. Reid (ex-officio)

### ADMINISTRATION AND OTHERS

L. Elliott                                B. Williams  
L. Munro (+3:20)                      A. Chabar  
V. Nielsen (+3:20,-3:55)              K. Edgar (+3:55)

1. **APPROVAL OF AGENDA** – The agenda was approved on motion.
2. **CONFLICTS OF INTEREST** – none declared
3. **COMMITTEE REPORT OF 2018 MARCH 27 AND 2018 APRIL 24 TRACKING SHEET**  
The tracking sheet was reviewed.
4. **NEW DRAFT POLICIES/PROCEDURES**

- a. **Director of Education Performance Review Policy and Procedure**

Director L. Elliott shared the proposed Director of Education Performance Review Policy and Procedure for review and input.

The following motion was moved and CARRIED:

THAT the Director of Education Performance Review Policy and Procedure be posted for 60 days of public input.

The policy and procedure also will be sent to Trustees for their attention.

5. **POLICY/PROCEDURES – REQUESTED FOR REVIEW BY COMMITTEE** – None
6. **EXISTING POLICIES/PROCEDURES UNDER REVISION**

- a. **Selection of Learning Coordinators and Teachers on Special Assignment Independent Procedure**

Associate Director V. Nielsen and Learning Supervisor L. Munro shared proposed revisions to the Selection of Learning Coordinators and Teachers on Special Assignment Independent Procedure. V. Nielsen highlighted the revisions to the independent procedure.

The forms and appendices will be removed from the independent procedure with the exception of the position summaries; they will be incorporated into the body of the procedure.

Additional revisions suggested by the Committee were captured by L. Munro.

The following motion was moved and CARRIED:

THAT the revised Selection of Learning Coordinators and Teachers on Special Assignment Independent Procedure, as amended, be posted for 60 days of public input.

- b. **School Rededications Openings and Closures Policy and Procedure**

V. Nielsen and L. Munro presented proposed revisions to the School Rededications, Openings and Closures policy and procedure.

Discussion considered the program/speakers for official openings. Suggested revisions were captured by V. Nielsen and L. Munro. It was noted Program Consolidation was added as a reason for an official opening.

Additional suggested edits were captured by L. Munro and V. Nielsen.

The following motion was moved and CARRIED:

THAT the revised School Rededications Openings and Closures Policy and Procedure, as amended, be posted for 60 days of public input.

**7. POLICIES/PROCEDURES FOLLOWING PUBLIC INPUT**

**a. Fundraising Projects for Schools Policy and Procedure**

V. Nielsen referred to the public input received regarding the proposed amendments to the Fundraising Projects for Schools Policy and Procedure.

Committee members reviewed the public input; amendments to the policy and procedure to reflect the input were reviewed and documented by V. Nielsen and L. Munro. Additional suggested revisions were captured by V. Nielsen and L. Munro.

The importance of ensuring there is an equity lens when planning fundraising events was raised. Similarly, the importance of reducing barriers to participation needs to be an ongoing focus.

The following recommendation was moved and CARRIED:

**THAT the revised Fundraising Projects for Schools Policy, as amended, be approved.**

The following motion was moved and CARRIED:

THAT the revised Fundraising projects for Schools Procedure, as amended, be approved and provided to the Board for information.

**b. Religious and Creed-Based Accommodation of Students**

Superintendent K. Edgar and L. Munro referred to the public input received regarding the proposed amendments to the Religious and Faith-Based Accommodations of Students Procedure.

Administration responded to questions of clarification. Suggested revisions were captured by L. Munro.

The following motion was moved and CARRIED:

THAT the revised Religious and Creed-Based Accommodation of Students Procedure, as amended, be approved and provided to the Board for information.

**8. POLICY/PROCEDURE REQUIRING ADDITIONAL CONSIDERATION - None**

**9. OTHER BUSINESS - None**

**10. DATE AND TIME OF NEXT MEETING**

The next meeting was scheduled for Tuesday, 2018 May 22 in the Governor Simcoe Room.

**11. ADJOURNMENT**

The meeting adjourned, by motion, at 4:16 p.m.

**RECOMMENDATIONS:**

**THAT the revised Fundraising Projects for Schools Policy be approved.**

**ARLENE MORELL**  
Committee Chairperson



## POLICY

Title: **GENERAL SCHOOL FUNDRAISING**

Policy No.: **4005**

Effective Date: **1998 September 22**

Department: Learning Support Services

Reference(s): Procedure – General School Fundraising  
Ministry of Education's 2012 Fundraising Guideline  
Fundraising Activities and Donations for School Projects, Enhancement, Equipment and Programs Procedure  
School Generated Funds Policy and Procedure

It is the policy of the Board that Principals determine which fundraising projects may be undertaken at their respective schools consistent with the policies and procedures of the Board and Ministry Regulations and directives. Fundraising should reflect the values and expectations of the school community, including those of parents/guardians, students, staff, the school administration and the Board.

When schools choose to engage in fundraising activities, it is important that they also consider the purposes and principles of public education, including diversity, accessibility, equity of opportunity and inclusivity. These activities should be conducted under the guidance of the Principal, in accordance with Board policies and with advice and input from students, staff, parents/guardians, and the broader school community. It is important that fundraising has a designated purpose and that the proceeds should be used for that purpose, as intended.

Fundraising projects for schools shall be undertaken only after thoughtful consideration of student safety, student health and well-being, parental/guardian support, proper financial controls and proposed use of funds.

Administered By: **Learning Support Services**

Amendment Date(s): 2018 Apr. 24, 2017 Nov. 9, 2003 Jan. 28



## PROCEDURE

Title: **GENERAL SCHOOL FUNDRAISING** Procedure No.: **4005a**  
Effective Date: **1998 September 22**

Department: Learning Support Services

Reference(s):  
Food and Beverages in Our Schools Policy and Procedure  
Fundraising Activities and Donations for School Projects, Enhancement, Equipment and Programs Procedure  
General School Fundraising Policy  
Foundations for a Healthy School Framework  
Ministry of Education's 2012 Fundraising Guideline  
Municipal Freedom of Information and Protection of Privacy Act  
School Generated Funds Policy and Procedure  
Ontario's Well-Being Strategy

- 1.0 This procedure applies to the general fundraising activities of schools and School Councils at all times. This procedure also applies to Home and School Associations in good standing with the Ontario Federation of Home and School Associations so long as such activities are being undertaken under the guidance of the Principal. Once the funds have been raised, it is good practice to share with the school community how the funds were used.
- 2.0 This procedure should be used in combination with Fundraising Activities and Donations for School Projects, Enhancement, Equipment and Programs Procedure when a project proposal is estimated to exceed \$5000.
- 3.0 The following factors shall be considered by the principal when authorizing fundraising activities:
  - Consultation with School Councils and school-based Home and School Associations;
  - Other parent groups, as appropriate;
  - Safety of students;
  - Insurance risks and liability factors;
  - Timing and frequency of fundraising;
  - Coordination with other schools;
  - Preference for local sponsors and Canadian-based sponsors/products;
  - Sensitivity to local businesses;
  - Impact of the project on classroom time of students and staff;
  - Proposed use of funds;

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- Appropriateness of incentives;
- Equity of opportunity and inclusivity of the proposed activity; and
- Medically documented allergens of staff and students (See section 6.4).

4.0 All required municipal and provincial licenses shall be obtained for ticket sales or lotteries.

5.0 In order to protect the integrity of the school and all people requested to handle funds, proper financial procedures consistent with Board policies and procedures shall be put in place for each project.

## 6.0 **School fundraising campaigns in the community:**

### 6.1 Consent

The written consent of the parent/guardian must be obtained for elementary school children who are participating in fundraising activities beyond the school. Parental/Guardian consent is required for participation of students under the age of 18.

### 6.2 Communication

Wording similar to the following is to be included in information letters to parents/guardians:

“If students participate in the fundraising project, they are encouraged to keep their personal safety in mind by:

- Involving only close neighbours, friends and relatives;
- Always working in pairs, preferably with an adult;
- Always visiting in daylight hours; and
- Conducting business at the door rather than inside the house.”

### 6.3 Voluntary

- All students and staff are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and TVDSB.
- Participation in fundraising activities is strictly voluntary for staff and students.
- Privacy should be respected. The personal information of staff, students or other individuals should not be shared for the purposes of fundraising without prior consent. (The use of personal information by school boards is governed by the *Municipal Freedom of Information and Protection of Privacy Act*.)

### 6.4 Safety

- Safety of students and staff must be a primary consideration in all fundraising activities.

- In addition to parental/guardian consent, student fundraising activities require supervision and should be age-appropriate.
  - Fundraising activities that infringe upon the medical needs of a student(s)/ staff member(s) with a medically documented allergen should not be undertaken.
- 7.0 Funds raised for education-related purposes should be used to complement and not replace public funding for education- related purposes
- 8.0 A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity.