

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING # 3

Tuesday, February 9, 2016
Time: 7:00 p.m.
Dryden High School
Dryden, Ontario

Video & Teleconference Sites

QEDHS 24A

RLDHS 235

Kenora Education Centre

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Declaration of Conflict of Interest
5. Business Arising from Committee of the Whole
6. Confirmation of Minutes
 - January 12, 2016 – Regular Board Meeting
 - January 26, 2016 – Special Board Meeting
7. Presentations/Delegations
8. Observer Comments
9. Presentation of Reports and Accompanying Motions
 - 9.01 Education
 - A. **Students Come First**
 - **Beaver Brae SS Wrestling Club**
 - B. Student Trustee Report
 - C. Directors Annual Report 2014-2015
 - D. 2016-2017 School Year Calendar
 - E. Policy 305, Announcements/Advertisements in Schools
 - F. Policy 303, School Improvement Planning
 - Procedure 303, School Improvement Planning
 - 9.02 Executive Committee
 - A. Policy 210 Report, Expenses of Trustees and Appointed Members
 - B. Policy 210, Expenses of Trustees and Appointed Members
 - 9.03 O.P.S.B.A. Update
 - 9.04 Parent Involvement Committee
 - 9.05 Operations (nil)

All stakeholders create a culture of learning so that students come first.

- 9.06 Finance
 - A. Policy 602, Travel, Meeting and Hospitality Expenses
- 9.07 Human Resources (nil)
- 9.08 Special Education Advisory Committee
- 9.09 Native Education Advisory Council
- 10. Other Motions
- 11. Correspondence
- 12. New Business
- 13. Observer Comments
- 14. Next Meeting Date
 - March 8, 2016
 - Dryden High School
 - Dryden, ON
- 15. Adjournment

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING #2

The minutes of Regular Board Meeting #2 of the Keewatin-Patricia District School Board held January 12, 2016 at the Dryden High School, Dryden, ON.

Call to Order	The meeting was called to order at 7:00 p.m.					
Roll Call	C. Marcino L. Barnes (vc) M. Ott (vc)	R. Griffiths D. Penney D. Wilkinson	G. Kleist G. Seaton J. Manitowabi K. Korobanik			
Absent with Regret	J. Kitowski					
Officials	Sean Monteith, Caryl Hron, Joan Kantola, Dean Carrie, Susanne Bastable, Scott Urquhart, and visiting school administration.					
Also Present	Media, Staff and interested public.					
Agenda	Moved by: Seconded by:	G. Seaton G. Kleist				
Motion	38-16	THAT the agenda for the Regular Board Meeting of January 12, 2016 be approved.				
	Non-binding (Student Trustee)	FOR 1	OPPOSED 0	CARRIED		
	Binding	FOR 9	OPPOSED 0	CARRIED		
Conflict of Interest	Declaration of conflict of interest re proceedings on agenda			None		
Business Arising from Committee of the Whole	Moved by: Seconded by:	G. Seaton G. Kleist				
Motion	39-16	THAT the Memorandum of Settlement reached on Wednesday, January 6, 2016, between the Keewatin-Patricia District School Board and E.T.F.O., Keewatin-Patricia Teacher Local, be ratified.				
	Non-binding (Student Trustee)	FOR 1	OPPOSED 0	CARRIED		
	Binding	FOR 9	OPPOSED 0	CARRIED		
Minutes	Moved by: Seconded by:	G. Seaton G. Kleist				
Motion	40-16	THAT the minutes of Regular Board Meeting held December 8, 2015 having been duly circulated be confirmed.				
	Non-binding (Student Trustee)	FOR 1	OPPOSED 0	CARRIED		
	Binding	FOR 9	OPPOSED 0	CARRIED		
	Moved by: Seconded by:	G. Kleist G. Seaton				
Motion	41-16	THAT the minutes of the Special Board Meeting held December 17, 2015 having been duly circulated be confirmed.				
	Non-binding (Student Trustee)	FOR 1	OPPOSED 0	CARRIED		
	Binding	FOR 9	OPPOSED 0	CARRIED		

“All Stakeholders create a culture of learning so that students come first.”

Observer Comments None

Students Come First "Hockey Academy Video"

Student Trustee Update Moved by: G. Kleist
Seconded by: G. Seaton

Motion 42-16 THAT the Student Trustee verbal update be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

FNMI Report Moved by: G. Seaton
Seconded by: G. Kleist

Presented by: **Evergreen PS Team:** T. Flynn, L. Carambetsos, O. Roberts
Sioux Mountain PS Team: M. Boos, S. Whately, T. Lambert, D. Gibson, S. McNear

Motion 43-16 THAT the First Nation, Métis and Inuit Collaborative Inquiry Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Safe & Supportive Schools Moved by: G. Kleist
Seconded by: G. Seaton

Motion 44-16 THAT the Safe and Supportive Schools Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

OPSBA Symposium Moved by: G. Seaton
Seconded by: G. Kleist

Motion 45-16 THAT the verbal report on Trustee attendance at the Ontario Public School Boards' Association (OPSBA) 2016 Education Labour Relations and Human Resources Symposium be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Moved by: G. Kleist
Seconded by: G. Seaton

Motion 46-16 THAT accommodations and travel arrangements for trustees who wish to attend the OPSBA Education Labour Relations and Human Resources Symposium being held in Toronto March 30-April 1, 2016 be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Summit for Children

Moved by: C. Marcino
Seconded by: D. Wilkinson

Motion 47-16

THAT the verbal report on Trustee attendance at the Ontario Public School Boards' Association (OPSBA) 2016 Summit on Children and Youth Mental Health Symposium be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Moved by: D. Wilkinson
Seconded by: C. Marcino

Motion 48-16

THAT accommodations and travel arrangements for trustees who wish to attend the OPSBA Summit on Children and Youth Mental Health Symposium being held in Toronto April 7-8, 2016 be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

OPSBA

Moved by: C. Marcino
Seconded by: D. Wilkinson

Motion 49-16

THAT the O.P.S.B.A. verbal update be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Capital Plan

Moved by: D. Wilkinson
Seconded by: C. Marcino

Motion 50-16

THAT the Capital Plan Committee update be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Moved by: C. Marcino
Seconded by: D. Wilkinson

Motion 51-16

THAT the term of the Capital Plan Committee be extended to June 30, 2016.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

Audit Committee

Moved by: D. Wilkinson
Seconded by: C. Marcino

Motion 52-16

THAT the report on the Audit Committee meeting held December 3, 2015 be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	9	OPPOSED	0	CARRIED

“All Stakeholders create a culture of learning so that students come first.”

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

SPECIAL BOARD MEETING

The minutes of the Special Board Meeting of the Keewatin-Patricia District School Board held January 26, 2016 via video and teleconference at the Kenora Education Centre, Kenora, Ontario.

Call to Order The meeting was called to order at 7:00 p.m.

Roll Call	L. Barnes (tc)	D. Penney (tc)	C. Marcino
	J. Kitowski (tc)	G. Kleist (vc)	R. Griffiths (tc)
	M. Ott	G. Seaton (tc)	K. Korobanik

Absent with Regrets D. Wilkinson

Absent J. Manitowabi

Officials Sean Monteith, Dean Carrie, Kathleen O'Flaherty, and recording secretary.

Agenda Moved by: J. Kitowski
Seconded by: L. Barnes

Motion 55-16 THAT the agenda for Special Board Meeting of January 26, 2016 be approved.

Non-binding (Student Trustee)	FOR	01	OPPOSED	0	CARRIED
Binding	FOR	08	OPPOSED	0	CARRIED

Conflict of Interest Declaration of conflict of interest re proceedings on agenda None

OSSTF Occasional Teachers Moved by: J. Kitowski
Seconded by: M. Ott

Motion 56-16 THAT the Memorandum of Settlement reached on Thursday, January 15, 2016 between the Keewatin-Patricia District School Board and the Ontario Secondary School Teachers' Federation representing OSSTF Occasional Teachers be ratified.

Non-binding (Student Trustee)	FOR	01	OPPOSED	0	CARRIED
Binding	FOR	08	OPPOSED	0	CARRIED

Adjourn Moved by: L. Barnes
Seconded by: G. Kleist

Motion 57-16 THAT the meeting adjourn at 7:02 p.m.

Non-binding (Student Trustee)	FOR	01	OPPOSED	0	CARRIED
Binding	FOR	08	OPPOSED	0	CARRIED

Chair

Secretary

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the Director's Annual Report for year 2014-2015 be received.

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the verbal report on the 2016-2017 Draft School Year Calendar be received.

THAT the 2016-2017 Draft School Year Calendar be approved by the Board and forwarded to the Ministry of Education.

2016-2017 DRAFT SCHOOL YEAR CALENDAR

Background

The Draft School Year Calendar for 2016-2017 was developed as per the guidelines outlined in Regulation 304, School Year Calendar and Professional Activity Days. The calendar includes 194 school days, 7 professional activity days and 10 examination days for secondary schools. As part of the Ministry of Education's work with our Elementary and Secondary Unions, the Ministry has increased the number of Professional Activity Days from 6 days to 7 days.

The calendar was created by a committee representing the following five boards; Northwest Catholic DSB, Rainy River DSB, Kenora Catholic DSB, CSDC des Aurores boréales, and the Keewatin-Patricia DSB and is based on the following requirements:

- Shared bussing with coterminous Catholic School Boards;
- A balanced number of days in each semester;
- A balanced number of instructional days;
- Adherence to the Education Act;
- A consistent school year calendar with other boards in Northwestern Ontario to provide effective professional development;
- Scheduling of co-curricular activities.

The draft calendar has been circulated within Board communities and to school councils and staff. Stakeholders were provided with an opportunity to submit input regarding the Draft School Year Calendar for 2016-2017. All stakeholders that responded to the consultation process, received an email acknowledging their input, as well any questions that were asked were answered. All of the input was reviewed and it is believed that the attached calendar is the best option for 2016-2017. As per Ministry Guidelines the calendar must be submitted by March 1, 2016.

Recommendation

That the Draft 2016-2017 School Year Calendar be approved and submitted to the Ministry of Education.

Respectfully submitted by:
Caryl Hron, Superintendent of Education

2016-2017 School Year CALENDAR

DRAFT

SCHOOL HOLIDAY

PA DAY

EXAMS

September 2016						
Su	M	Tu	W	Th	F	Sa
		29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

All students begin school on August 30, 2016 and ends on June 22, 2017

School Holidays

September 5, 2016 Labour Day
 October 10, 2016 Thanksgiving
 Dec 24 - Jan 8, 2017 Christmas Holidays
 February 20, 2017 Family Day
 March 13-17, 2017 March Break
 April 14, 2017 Good Friday
 April 17, 2017 Easter Monday
 May 22, 2017 Victoria Day

Professional Activity Days

August 29, 2016 PA Day
 September 30, 2016 PA Day
 October 28, 2016 PA Day
 November 28, 2016 PA Day
 January 27, 2017 Elem - Report Card
 Sec - Union PA
 June 9, 2017 Elem - Report Card
 Sec - Union PA
 June 23, 2017 PA Day

Reports

Elementary
 November 14, 2016 Progress Report
 February 13, 2017 Elementary Report
 June 22, 2017 Elementary Report

Secondary
Semester 1
 Aug 29, 2016 - Jan 26, 2017
 November 14, 2016
 January 23, 24, 25, 26, 2017
 February 13, 2017
Semester 2
 Jan 27, 2017 - June 23, 2017
 April 21, 2017
 June 15, 16, 19, 20, 21, 22, 2017
 July 2017

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the verbal report on Policy 305, Announcements/Advertisements in Schools, be received.

THAT Policy 305, Announcements/Advertisements in Schools, be approved as amended with the next review date in year 2020.

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that announcements and advertisements may be permitted in school in accordance with the following guidelines. It is a site-based decision as to which announcements/advertisements will be allowed. Schools will base their decisions on the benefit of the announcement to students and the disruption to the school program.

Rationale

Announcements/advertisement may be of benefit to students for a variety of reasons and so may be permitted by the *P*principal when the requests fulfill this mandate. Considering the frequency of requests that are made from organizations outside of the school for announcements/ advertisements through or to students, it may be inappropriate for all requests to be approved.

Guidelines

1. An announcement/advertisement that includes multiple schools requires the approval of the appropriate Superintendent of Education.
2. Announcements/advertisements, contests, activities must be relevant to Ministry, Board or school curriculum as deemed by the *P*principal or designate.
3. The process of distributing materials must not interfere with the regular school curriculum or timetable and not be commenced without the express consent of the *P*principal or designate.
4. The *P*principal or designate of each school may permit local community or service groups and/or individuals to have their meeting dates and times, registration dates and times, cancelled meeting times and other pertinent information affecting students announced, **or posted**. The *P*principal or designate, where the requests are reasonable and do not interfere unduly with regular school procedures, may permit the posting of notices in the school in designated locations **including school board websites**, if deemed appropriate and, if deemed advisable, the distribution of information to the students.

Cross Reference:

Date Approved: March 6, 2001
Date Reviewed: February 11, 2003
Date Reviewed: April 11, 2006
Last Reviewed: May 12, 2009
Reviewed: November 13, 2012

Review by: 2016 (2020)

All advertising from local community or service groups, or any other source whether in an announcement or poster, must be approved by the *P*principal or designate in both form and content.

5. Groups and/or individuals may be permitted to address classes or groups of students upon the approval of the *P*principal or designate. This will apply only when, in the opinion of the *P*principal or designate, the presentation directly applies to school programs.
6. No contest sponsored by commercial organizations, however worthy, will be permitted or conducted without the approval of the principal or designate. Principals must carefully select activities giving consideration to curricular merit.
7. ~~No non-Keewatin-Patricia District School Board, School or Ministry questionnaires~~ **Questionnaires external to KPDSB may not** be circulated on any topic whatsoever unless approved by the Director of Education or designate. When approval has been granted, notice will be given in writing.
8. Principals and/or *S*supervisors shall remind staff, from time to time, to exercise reasonable care that neither their influence with the students, nor their position on the staff, shall be used for personal advantage or to promote the commercial or partisan interests of any person, business or institution.
9. ~~Principals may involve School Councils in developing selection criteria for announcement or advertisement in schools, subject to the Boards guidelines.~~

Cross Reference:

Date Approved: March 6, 2001
Date Reviewed: February 11, 2003
Date Reviewed: April 11, 2006
Last Reviewed: May 12, 2009
Reviewed: November 13, 2012

Review by: 2016 (2020)

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the verbal report on Policy 303, School Improvement Planning, be received.

THAT Policy 303, School Improvement Planning, be approved as amended with the next review date in year 2020.

Policy Statement

It is the policy of the KPDSB that each school shall develop a plan for school improvement. The KPDSB is committed to school improvement planning processes which reflect the priorities in the Board's Strategic Improvement Plan for Student Achievement. School improvement planning, supportive implementation, and effective monitoring will ensure student-centered and research-based instruction, provide a learning environment which promotes excellence, and will encourage meaningful parental involvement enabling students to reach their maximum educational potential, in a safe, inclusive and accepting environment.

Rationale

School improvement plans will foster continuous improvement of instruction, the learning environment, and meaningful involvement of members of the educational community through actions which are well-planned, diligently implemented, supportively monitored, and continuously evaluated, including collection and analysis of data.

Guidelines

- ~~1. The principal's leadership is essential to the process of school improvement. The cornerstone of school improvement is the instructional leadership of each principal, and requires system-level support from senior administration.~~
- ~~2. The school improvement plan is based on the KPDSB Board's Strategic Improvement Plan for Student Achievement.~~
- ~~3. The school improvement plan provides alignment between curriculum, instruction, resources, assessments, supports and interventions.~~
- ~~4. The school improvement plan is the result of a collaborative process. Students, school staff, school councils, the Board's committees (Special Education Advisory Committee/SEAC, Native Education Advisory Council/NEAC, Parent Involvement Committee/PIC) supervisory officers, and the various departments of the KPDSB all have roles to play in improving schools.~~
- ~~5. The school improvement plan is based on the collection and analysis of valid, varied, and~~

Cross Reference:

Policies:

101 Strategic Improvement Planning
 316 Evaluation & Assessment of Student Achievement
 326 Curriculum, Implementation & Review
 331 Instructional Practices
 803 Facilities
 403 Equity and Inclusive Education
 501 Community Relations
Procedure: 303, School Improvement Planning

Date Approved: January 11, 2005
 Date Reviewed: April 11, 2006
 Last Revised: May 12, 2009
 Revised: November 13, 2012

Review by: 2016 (2020)

relevant qualitative and quantitative data.

- ~~6. The school improvement plan will focus on the implementation and monitoring of specific, appropriate school-based goals based on student learning needs, teacher professional learning, and structured using the school's professional learning community.~~
- ~~7. The school improvement plan is the basis of discussion between the principal and all school staff that links student achievement with their professional growth. Teachers are responsible for aligning their classroom practices with the school improvement plan.~~
- ~~8. The Board Strategic Improvement Plan for Student Achievement, and the school improvement plans will be made available to members of the educational community on an annual basis.~~
- ~~9. The school improvement plan will include a focus on well-defined targets that are achievable and measurable.~~
- ~~10. The school improvement plan will be supported and monitored on an ongoing basis, and reviewed regularly with all teachers, and school councils.~~
- ~~11. The school improvement plan will be reviewed by the Supervisory Officers, the Student Success Leader, and the School Effectiveness Lead, who in collaboration, will provide feedback and support to the principal.~~

Cross Reference:

Policies:

101 Strategic Improvement Planning
 316 Evaluation & Assessment of Student Achievement
 326 Curriculum, Implementation & Review
 331 Instructional Practices
 803 Facilities
 403 Equity and Inclusive Education
 501 Community Relations
Procedure: 303, School Improvement Planning

Date Approved: January 11, 2005
 Date Reviewed: April 11, 2006
 Last Revised: May 12, 2009
 Revised: November 13, 2012

Review by: 2016 (2020)

PROCEDURE

School Improvement Planning

Guidelines

1. The Principal's leadership is essential to the process of school improvement. The cornerstone of school improvement is the instructional leadership of each Principal, and requires system-level support from senior administration.
2. The School Improvement Plan is based on the KPDSB Board's Strategic Improvement Plan for Student Achievement.
3. The School Improvement Plan provides alignment between curriculum, instruction, resources, assessments, supports and interventions.
4. The school improvement plan is the result of a collaborative process. Students, school staff, school councils, the Board's committees (Special Education Advisory Committee/SEAC, Native Education Advisory Council/NEAC, Parent Involvement Committee/PIC) Supervisory Officers, and the various departments of the KPDSB all have roles to play in improving schools.
5. The School Improvement Plan is based on the collection and analysis of valid, varied, and relevant qualitative and quantitative data.
6. The School Improvement Plan will focus on the implementation and monitoring of specific, appropriate school-based goals based on student learning needs, teacher professional learning, and structured using the school's professional learning community.
7. The School Improvement Plan is the basis of discussion between the Principal and all school staff that links student achievement with their professional growth. Teachers are responsible for aligning their classroom practices with the school improvement plan.
8. The Board Strategic Improvement Plan for Student Achievement, and the School Improvement Plans will be made available to members of the educational community on an annual basis.
9. The School Improvement Plan will include a focus on well-defined targets that are achievable and measurable.
10. The School Improvement Plan will be supported and monitored on an ongoing basis, and reviewed regularly with all teachers, and school councils.
11. The School Improvement Plan will be reviewed by the Supervisory Officers, the Student Success Leader, and the School Effectiveness Lead, who in collaboration, will provide feedback and support to the Principal.

9.02 A

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the Policy 210 Report, Expenses of Trustees and Appointed Members, be received.

Policy 210 Report

Policy 210, *Expenditures of Trustees & Appointed Members* contains the following provision:

- 9.2 An annual report on actual expenses incurred versus budget shall be presented to the Board and posted to the Board website following the approval of the annual financial statements of the Board.

The results for the fiscal year ended August 31, 2015 are shown below (in \$CDN). This report includes more than just those out-of-pocket expenses claimed for reimbursement by trustees. It includes all costs incurred to support the governance process including: board and committee (SEAC, NEAC, Audit, Capital Planning) meeting expenses; OPSBA membership; computers, office supplies, and Internet services for trustees; and advertising of board & committee meetings. Trustee honoraria expense is not included.

Item	2013-14 Expense	2014-15 Budget	2014-15 Expense	2014-15 Variance
Travel, Accommodation, Meals	16,422	31,940	20,022	11,918
Meetings	5,406	5,000	6,863	(1,863)
Professional Development	59,307	86,000	59,087	26,913
Equipment Costs	0	12,000	6,865	5,135
Telephone & Data Lines	8,672	15,000	7,547	7,453
Advertising	657	1,000	625	375
Miscellaneous	1,319	2,100	5,024	(2,924)
Total Expenses	91,783	153,040	106,032	47,008

Notes on Budget Variances:

Travel, Accommodation, and Meals were higher than the prior year, due to the creation of the Capital Planning Committee. However, the overall travel was below budget due to the increased use of electronic meetings.

Meeting expenses were higher in the current year due mainly to new trustee orientation.

Professional Development was under budget. The travel budget was doubled to cover any orientation required for the newly elected trustees.

Equipment Costs are in this year due to the renewal of technology for trustees each election year in accordance with Policy 210.

Telephone and Data Lines expense was lower due to the elimination of fax lines for trustees.

Advertising expenses reflect a reduction in newspaper advertising of board meetings.

Overall, total expenses of \$106,032 were below budget by \$47,008 or 30.7%.

Respectfully submitted by:
Kathleen O'Flaherty, Assistant Superintendent of Business

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the verbal report on Policy 210, Expenses of Trustees and Appointed Members, be received.

THAT Policy 210, Expenses of Trustees and Appointed Members, be approved as amended with the next review date in year 2018.

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that trustees and appointed non-trustee members of Board committees be reimbursed for reasonable, authorized expenses incurred in the course of fulfilling their duties on behalf of the Board.

Rationale

The Education Act permits the Board to reimburse trustees and non-trustee members of Board committees for:

- i) Travel expenses to attend Board and committee meetings;
- ii) Out-of-pocket expenses for other travel authorized by the Board;
- iii) Other out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board or committee member

Given the large geographic area and remote location of the Board, it is necessary for trustees and committee members to incur travel and other expenses to participate effectively and to carry out their responsibilities on behalf of the Board.

Guidelines

1.0 Scope

- 1.1 This policy applies to the following individuals: elected trustees, student trustees, trustees appointed to represent the interests of First Nation students, appointed non-trustee members of Board committees, and School Council members. This policy does not apply to employees of the Board or volunteers acting under the direction of Board employees (see Policy #602). This policy applies to all expenses of trustees and appointed members, whether they are paid out-of-pocket and claimed for reimbursement, paid by Board procurement card, or direct-billed to the Board.

2.0 Claims for Reimbursement

- 2.1 Claims for reimbursement of expenses, with original receipts attached, must be submitted to the appropriate approving authority using the designated expense claim form. Where a credit or debit card was used, the itemized/detailed sales slip must be provided. The approving authority will determine the amount of reimbursement to be made on the basis of policy guidelines and rates approved by the Board.

2.2 With respect to the above requirement for original receipts, where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the approving authority.

2.3 Expense claims should be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than 2 months after the end of the month in which they were incurred.

2.4 Approving authorities for claims for reimbursement of expenses are as follows:

<u>Claimant</u>	<u>Certifies Policy Compliance</u>	<u>Approves Payment</u>
Board Chair	Supt. of Business	Director of Education
Trustee	Board Chair	Board Chair
Committee Member	Board Chair	Board Chair
School Council Member	School Principal or Supt. of Education	Supt. of Education

3.0 Cash Advances

3.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and individuals who are expected to regularly incur travel and meeting expenses may be provided with a board purchasing card to reduce their personal cash outlays in the performance of their duties.

3.2 In order to avoid financial hardship, a cash advance may be granted to an individual that has been authorized to incur travel and meeting expenses, upon the approval of the Director of Education or designate (e.g. a student trustee or committee member traveling to a conference outside the jurisdiction of the Board.)

4.0 Purchasing Cards

4.1 In recognition of the need to trustees in our jurisdiction to incur significant expenses for travel, meals and other items to carry out their duties, trustees may be issued board purchasing cards with a credit limit of \$2,000.00.

- 4.2 Trustees accepting purchasing cards will be required to sign the standard cardholder agreement and submit detailed card receipts to the Chair of the Board or designate with explanations on a monthly basis. For all purchasing card transactions, the itemized/detailed sales slip must be provided. Trustees not in compliance will have their cardholder privileges revoked.

5.0 Direct Billing and Direct Payments

- 5.1 The Director of Education or appropriate Superintendent may authorize the following, provided other required authorizations are in place:
- i) Direct payment of registration fees on behalf of an individual for a specific event.
 - ii) Purchase of travel tickets on behalf of an individual for a specific event.
 - iii) Purchase of standard equipment, supplies, & services for trustees (e.g. computer, fax, printer, telephone/fax line, Internet service.)
- 5.2 Processing of any direct billings and payments must be approved by the Director of Education or the appropriate Superintendent.
- 5.3 The Board is to be reimbursed for any ineligible expenses included in direct billings.

6.0 Travel and Meals

- 6.1 Reasonable out-of-pocket and automobile per-kilometer expenses for authorized travel may be claimed for reimbursement and the amounts paid are subject to maximums and/or rates established from time to time by Board resolution (see Appendix A). In setting rates the Board will consult with external sources such as the Canadian Automobile Association, Canada Revenue Agency, other school boards, the Ontario Public Service, etc.
- 6.2 Travel within the jurisdiction of the Board shall be by Board-owned vehicle or, where a Board-owned vehicle is unavailable or impractical, by personal vehicle or rental vehicle. Individuals using personal vehicles will receive a per-kilometer allowance for authorized travel beyond normal home to work travel.

Individuals claiming a per-kilometer allowance may not claim vehicle operating expenses (e.g. gasoline, repairs) for the same trip. The Board will not reimburse fines for traffic and parking violations. Individuals opting to accept reimbursement of gasoline costs-only shall claim them on an expense claim form and shall not use a Board purchasing card to buy gasoline for a personal vehicle.

- 6.3 It is expected that individuals travelling outside the jurisdiction of the Board will use the most cost-effective means of travel. If a personal vehicle is used, the approving authority may determine that the amount eligible for reimbursement is the lesser of the regular allowance per kilometer plus other allowable expenses and the applicable commercial fares.
- 6.4 Amounts claimed for accommodation, commercial transportation, registrations, and miscellaneous expenditures must be supported by original invoices or receipts. Amounts claimed for meals are subject to maximums established from time to time by the Board, and receipts are required (see Guideline 2.1) Meals cannot be claimed in situations where an alternative meal is provided at no expense to the individual (e.g. as part of a conference package).
- i) Individuals may incur authorized expenses for single accommodation in a standard room.
 - ii) In lieu of incurring authorized expenses for single accommodation in a standard room, a maximum of \$30 per night is allowed for accommodation including any meals for private stays with family or friends at a location other than the claimant's principal residence. Instead of a receipt, you must submit a written explanation identifying the host and the number of days you stayed. The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.
- 6.5 Individuals are expected to travel in the most practical mode (such as sharing vehicles, using Board vehicles, obtaining reduced air fares, etc.). Approving authorities may limit reimbursement amounts where this practice has not been followed. Preference shall be given to services offering specifically negotiated (e.g. "government") rates.
- 6.6 Certain expenses may be paid for directly from board accounts (e.g. airfare) Individuals are expected to pay all other travel and meal expenses and claim reimbursement for approved amounts (less any amounts charged to a board purchasing card.)

6.7 Meal expenses can be claimed for reimbursement if:

- i) The individual is required to remain overnight at a location other than their home, or
- ii) The individual is required to be more than 40 km from his/her home or normal work location at the regular meal time.

Where a claimant is eligible to claim for more than one meal for any day, the maximum amounts for each meal may be combined. For example, the claimant could claim over the maximum amount on one meal, and less than the maximum amount on another meal, so long as the total claimed does not exceed the combined maximum. Alternatively, the meal limits for two or more meals may be combined to form a maximum amount for a single meal. (Example: breakfast and lunch may be combined to be claimed as "brunch.") Note that the claimant must not combine maximum amounts for ineligible meals, such as when a meal is provided at no cost to the claimant as part of a conference or meeting.

6.8 Reasonable personal telephone expenses to the individual's home community can be claimed provided the individual is required to remain overnight at a location other than their home. Individuals are encouraged to use calling cards to limit the cost to the board and maximize available calling time.

6.9 Reasonable gratuities for meals, taxis, hotel room services, and porters may be incurred. Examples of reasonable amounts for gratuities are:

- i) 10%-15% on a restaurant meal
- ii) 10% **15%** on a taxi fare
- iii) \$2- \$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
- iv) \$2-\$5 per bag for a porter

6.10 Alcoholic beverages are not an eligible expense under this policy. (See Policy 602 re alcohol in connection with Hospitality events.)

6.11 Authorization

- i) Trustees

Travel to meetings and other travel on Board business, including incurring related meal expenses, within the jurisdiction of the Board is deemed to be authorized.

Travel outside the jurisdiction of the Board must be authorized by specific Board resolution.

ii) **Board Chair**

Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board on the business of the Board is deemed to be authorized. The Board Chair will keep the Board informed concerning outside travel.

iii) **School Council Members and Non-Trustee Committee Members**

Travel to regularly scheduled committee meetings is deemed to be authorized. Any other travel or meal expense must be authorized by specific board resolution.

7.0 Meeting Expenses

7.1 In some situations it may be more efficient and/or economical to locate a meeting in an outside facility and/or to provide meals for meeting participants (e.g. in conjunction with board or committee meetings). These situations must be authorized in advance by the Board Chair or Director of Education.

7.2 Invoices for meeting accommodation and related meals must be approved by the authorizing official.

8.0 Other Expenses

8.1 **Office Expenses (Effective December 1, 2014)**
Trustees may procure and claim reimbursement for the following items:

Reimbursable Items	Maximum in first year of term	Maximum/year in subsequent years of term
One of: laptop or tablet computer with WiFi and 10" or larger screen (excluding cellular data services)*	\$1,000.00	\$0.00
Printer or Multi-function Device	\$500.00	\$0.00
Internet service	\$750.00	\$750.00
Stationery, printer ink or toner, and other office supplies	\$500.00	\$500.00

* Does not apply to student trustees as they are provided with devices by the schools.

The claims approval process shall be in accordance with Guideline 2 above. Once a monthly claim amount for Internet service has been submitted and approved, this amount shall be paid monthly until the yearly maximum is reached or the Board is advised that the service has been discontinued. Trustees must submit a new claim for Internet service each year of their term.

Trustees also have the option of using their board-issued purchasing card to pay for office expenses provided they comply with the above limits.

Trustees may request the Director of Education or designate to arrange for the purchase of any of the above goods or services on their behalf by the Board in which case the Board will choose the supplier and the goods or services to be purchased in consultation with the trustee, and the Board will cover the full cost.

All trustees shall be provided with necessary technical support upon request to the I.T. Manager.

Non-consumable items are considered to be the property of the Board during the trustee's term of office. At the end of the full term of office, items shall become the property of the trustee. Trustees who resign prior to the end of their full term shall turn in all board property to the Director of Education or designate.

8.2 Cell Phone Allowance

Upon request, trustees may be provided with a cell phone allowance of \$30 per month during their term of office. As a condition of receiving the allowance trustees must provide their personal cell phone number and a copy of their cell phone bill and agree that they may be contacted by other trustees and board staff on board business at reasonable hours.

Cell phone allowances will be treated as a taxable benefit and the Board will issue T2200 tax forms upon request to permit trustees in receipt of the allowance to claim the expenses of their personal cell phone.

Requests for any other equipment, supplies, or services by individuals may be considered and approved by the Board at its discretion.

8.3 Child Care

Trustees may claim out-of-pocket expenses for child care (dependent children 12 and under) incurred as a result of attending meetings or conferences on behalf of the Board. The total amount claimed cannot exceed \$50.00 per day or \$500.00 per year (December 1 to November 30).

8.4 Miscellaneous

Individuals seeking reimbursement for any other type of expense should obtain approval from the Board, preferably in advance. Unless board approval is obtained by specific resolution, the claim shall be denied. For clarification, the following expenses are deemed ineligible:

- i) donations and fund raising events of other organizations
- ii) loss of wages or vacation time
- iii) political activities or events
- iv) household expenses

9.0 Budgeting and Reporting

9.1 An annual budget for trustee expenses shall be prepared and approved as part of the annual budget estimates process for the Board. The budget shall include provisions for:

- i) travel, accommodation, and meal costs
- ii) meeting costs
- iii) professional development including trustee conferences
- iv) equipment costs
- v) telephone and data line costs
- vi) advertising costs for board & committee meetings
- vii) miscellaneous costs including gifts of appreciation, condolences, etc.

9.2 An annual report on actual expenses incurred versus budget shall be presented to the Board and posted to the Board website following the approval of the annual financial statements of the Board.

10.0 Audit

10.1 The Superintendent of Business is responsible for the periodic review and audit of travel and meeting expenditures to ensure adherence to this policy. The results of the review and audit shall be reported to the Audit Committee.

DRAFT for Feb 9/16

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year	\$0.49
For any additional business kilometers in that year	\$0.43
Note: The reporting year for trustees is December 1 st to November 30 th The reporting year for all others is September 1 st to August 31 st	
Exception: Where a board vehicle was available and was not used	\$0.10

CLAIMS FOR MEALS (Includes gratuities and gross taxes)

Breakfast	Maximum amount	\$15.00
Lunch	Maximum amount	\$20.00
Dinner	Maximum amount	\$50.00

Note: If more than one meal per day is eligible to be claimed, limits may be combined.

Personal Telephone Expenses (guideline 6.8)

To a maximum of \$5.00 per day

CHILD CARE EXPENSES (Trustees only)

Maximum amount that can be claimed per day	\$50.00
Maximum amount that can be claimed per year	\$500.00

Keewatin-Patricia District School Board

February 9, 2016

NOTICE OF MOTION

THAT the verbal report on Policy 602, Travel, Meeting and Hospitality Expenses be received.

THAT Policy 602, Travel, Meeting and Hospitality Expenses, be approved as amended with the next review date in year 2020.

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that individuals may incur reasonable and authorized travel, meeting, and hospitality expenses on behalf of the Board.

Rationale

The wide spread geographical area of the Keewatin-Patricia District School Board makes it necessary for trustees, employees and others to travel between locations within the Board in order to carry out their responsibilities. The location of the Board requires travel to centres outside the area for training purposes and to participate in conferences and meetings relevant to the operations of the Board.

The Education Act permits the Board to reimburse trustees, teachers or officials of the Board for out-of-pocket expenses reasonably incurred on specific business of the Board

Guidelines

1.0 General Provisions

- 1.1 This policy applies to the following individuals: employees of the Board or volunteers acting under the direction of Board employees. This policy does not apply to elected trustees and trustees appointed to represent the interests of First Nation students (except with respect to Guideline 6.0 Hospitality), student trustees, appointed non-trustee members of Board committees, and School Council members. (See Policy #210).
- 1.2 Only authorized travel on Board business will be eligible for reimbursement of expenses. Authorization of travel by designated Board officials within the parameters of this policy is deemed to constitute authorization by the Board.
- 1.3 Only reasonable expenses may be claimed for reimbursement, charged to procurement cards, or direct-billed to the Board and the amounts paid are subject to maximums and/or rates established from time to time by Board resolution. (see appendix A) In setting rates the Board will consult with external sources such as the Canadian Automobile Association, Canada Revenue Agency, other school boards, the Ontario Public Service, etc.

- 1.4 Travel within the jurisdiction of the Board shall be by Board-owned vehicle or , where a Board-owned vehicle is unavailable, by personal vehicle or rental vehicle. Individuals using personal vehicles will receive a mileage allowance per kilometer for authorized travel beyond normal home to work travel. If a Board-owned vehicle is available and an individual chooses to use a personal vehicle instead, reimbursement will be limited to ten (10) cents per kilometer.

Individuals claiming a mileage allowance may not claim vehicle operating expenses (e.g. gasoline, repairs) for the same trip. The Board will not reimburse fines for traffic and parking violations. Individuals opting to accept reimbursement of gasoline costs-only shall claim them on an expense claim form and shall not use a Board purchasing card to buy gasoline for a personal vehicle.

- 1.5 It is expected that individuals travelling outside the jurisdiction of the Board will use Board-owned vehicles or commercial carriers. If a personal vehicle is used, the approving authority may determine that the amount eligible for reimbursement is the lesser of the regular allowance per kilometer plus other allowable expenses and the applicable commercial fare(s).

- 1.6 Amounts claimed for accommodation, commercial transportation, registrations, meals, and miscellaneous expenditures must be supported by original invoices or receipts. Amounts claimed for meals are subject to maximums established from time to time by the Board. Meals cannot be claimed in situations where the meal is provided at no expense to the traveler.

- i) Individuals may incur authorized expenses for single accommodation in a standard room.
- ii) In lieu of incurring authorized expenses for single accommodation in a standard room, a maximum of \$30 per night is allowed for accommodation including any meals for private stays with family or friends at a location other than the claimant's principal residence. Instead of a receipt, you must submit a written explanation identifying the host and the number of days you stayed. The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

- 1.7 Individuals are expected to travel in the most practical mode (such as sharing vehicles, using Board vehicles, obtaining reduced air fares, etc.). Approving authorities may limit reimbursement amounts where this practice has not been followed. Preference shall be given to services offering specifically negotiated (e.g. "government") rates.
- 1.8 Claims for reimbursement of expenses, with required original receipts attached, must be submitted to the appropriate approving authority using the designated expense claim form. Where a credit or debit card was used, the itemized/detailed sales slip must be provided. The approving authority will determine the amount of reimbursement to be made on the basis of policy guidelines and rates approved by the Board.
- 1.9 Unless arrangements for direct billing of certain expenditures has been authorized, individuals are expected to pay all travel expenses with their procurement card or claim reimbursement for approved amounts.
- 1.10 Expense claims must be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than 2 months after the end of the month in which they were incurred.
- 1.11 Meal expenses can be claimed for travel within the jurisdiction of the Board if:
 - i) authorized by the Director of Education or appropriate supervisor, and
 - ii) the employee is required to remain overnight at a location other than their home, or
 - iii) the employee is required to be more than 40 kms. from his/her designated work location at the regular meal time.

Where a claimant is eligible to claim for more than one meal for any day, the maximum amounts for each meal may be combined. For example, the claimant could claim over the maximum amount on one meal, and less than the maximum amount on another meal, so long as the total claimed does not exceed the combined maximum. Alternatively, the meal limits for two or more meals may be combined to form a maximum amount for a single meal. (Example: breakfast and lunch may be combined to be claimed as "brunch.") Note that the claimant must not combine maximum amounts for ineligible meals, such as when a meal is provided at no cost to the claimant as part of a conference or meeting.

- 1.12 Reasonable personal telephone expenses to the claimant's home community can be claimed on the approval of the Director of Education or direct supervisor provided the individual is required to remain overnight at a location other than their home, **except for individuals who receive a board cell phone allowance or who are provided with a board-owned cell phone. They may use their cell phone for this purpose.** Individuals are encouraged to use calling cards to limit the cost to the board and maximize available calling time.
- 1.13 Alcoholic beverages are not an eligible expense in connection with travel and meetings. (See Guideline 6.0 re alcohol in connection with Hospitality events.)
- 1.14 With respect to the above requirement for original receipts (Guideline 1.6), where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the Superintendent of Business.
- 1.15 Reasonable gratuities for meals, taxis, hotel room services, and porters may be incurred. Examples of reasonable amounts for gratuities are:
- i) 10%-15% on a restaurant meal
 - ii) 10% **15%** on a taxi fare
 - iii) \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
 - iv) \$2-\$5 per bag for a porter

2.0 Specific Provisions

In addition to the above general provisions which apply to all travel and meeting expenses claims, the following guidelines apply in specific situations.

2.1 **Director of Education**

- i) Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board on the business of the Board is deemed to be authorized. The Director of Education will keep the Board informed concerning outside travel.

- ii) Expense claims must be submitted to the Board Chair or Vice-Chair for approval.

2.2 Superintendents

- i) Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the Director of Education.
- ii) Expense claims must be submitted to the Director of Education or designate for approval.

2.3 Principals, Vice-Principals, and Managers

- i) Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the appropriate Superintendent.
- ii) Expense claims must be submitted to the appropriate Superintendent for approval.

2.4 Employees Required to Travel Inside System

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

- i) It is the responsibility of the appropriate Superintendent or designate to authorize travel and the method of travel (personal vehicle or Board vehicle).
- ii) Expense claims must be submitted to the appropriate Superintendent or designate for approval.

2.5 Other Individuals Not Employed by the Board

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

- ii) Expense claims must be submitted to the Director of Education, or designate, or to the appropriate Superintendent, Principal or Manager, depending on the level at which the travel was authorized.

3.0 Meetings

- 3.1 In some situations it may be more efficient and/or economical to locate a meeting in an outside facility and/or to provide meals for meeting participants. These situations must be authorized in advance by the Director of Education or Superintendent, as appropriate
- 3.2 Invoices for meeting accommodation and related meals must be approved by the authorizing official.
- 3.3 Where a breakfast, lunch, or dinner meeting is held to facilitate the attendance of employees who are required to be present for the purposes of the meeting, those employees who would otherwise be ineligible to incur a meal expense at that time may have their meal expense covered by the Board. Such meetings may be authorized only by the Director of Education, Superintendent, Principal, or Manager.
- 3.4 Expenses for a group, including meal expenses, can only be incurred and/or claimed by the most senior employee present to ensure that individuals are not as a result approving their own expenses.

4.0 Direct Billing and Direct Payments

- 4.1 The appropriate level of authority may authorize the following specific cases.
 - i) Direct payment of registration fees on behalf of an individual for a specific event.
 - ii) Purchase of travel tickets on behalf of an individual for a specific event.
 - iii) Direct billing to the Board of accommodation and meal charges for a specific person for a specified period (letter must be issued).

4.2 Processing of any direct billings and payments must be approved by the Director of Education or the appropriate Superintendent.

4.3 The Board is to be reimbursed for any ineligible expenses included in direct billings.

5.0 Cash Advances

5.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Employees who are expected to regularly incur travel and meeting expenses may be provided with a board purchasing card to reduce their personal cash outlays in the performance of their duties. For all purchasing card transactions, the itemized/detailed sales slip must be retained on file along with the credit card slip.

5.2 In order to avoid financial hardship, a cash advance may be granted to an individual that has been authorized to incur travel and meeting expenses, upon the approval of the Director of Education or designate

6.0 Hospitality

6.1 Hospitality is the provision of food, beverages, accommodation, amenities, transportation, or gifts at board expense to persons other than trustees and employees.

Hospitality at board expense may only be extended by a trustee, director of education, superintendent, principal, or manager. Authority for incurring hospitality expenses rests with the board official responsible for the budget account that will fund the hospitality. In the case of trustees, approvals will be obtained in accordance with Policy 210, Guideline 2.4.

6.2 Hospitality involving alcohol without the provision of meals may only be extended by the Director of Education (e.g. reception functions.)

6.3 Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate board business or is considered desirable as a matter of courtesy.

6.4 Hospitality may be extended on behalf of the board when:

- i) Recognizing individuals for outstanding achievement or contributions to the Board (e.g. volunteers)
- ii) Engaging representatives of other boards, the broader public sector, industry, public interest groups, or unions in discussions on official matters;
- iii) Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the board; and;
- iv) Sponsoring or attending formal conferences related to the goals of the board.

6.5 Token gifts of appreciation, valued at up to \$100, may be extended to persons who are not attached to the board in exchange for pro bono services. Gift values above \$100 must be justified, and approved by a superintendent or the director of education.

6.6 Reimbursement for hospitality expenses must be claimed using form F2: Expense Report and Claim. Original invoices and receipts must be provided. Claims for hospitality expenses must clearly identify the purpose of the hospitality and the names of the beneficiaries and their roles.

7.0 Audit

7.1 The Superintendent of Business is responsible for the periodic review and audit of travel and meeting expenditures to ensure adherence to this policy. The results of the review and audit shall be reported to the Audit Committee.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

Policy 602, Travel & Meeting Expenses

(Appendix A)

Effective October 9, 2012

DRAFT for Feb 9/16

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year \$0.49

For any additional business kilometers in that year \$0.43

Note: The reporting year for trustees is December 1st to November 30th

The reporting year for all others is September 1st to August 31st

Exception: Where a board vehicle was available and was not used \$0.10

CLAIMS FOR MEALS (Includes gratuities and gross taxes)

Breakfast	Maximum amount	\$15.00
Lunch	Maximum amount	\$20.00
Dinner	Maximum amount	\$50.00

Note: If more than one meal per day is eligible to be claimed, limits may be combined.

Personal Telephone Expenses (guideline 1.11)

To a maximum of \$5.00 per day

Except for individuals who receive a board cell phone allowance or who are provided with a board-owned cell phone. They may use their cell phone for this purpose.

Date revised: December 8, 2015

Last reviewed: October 9, 2012

Date revised: May 10, 2011

Reviewed: November 10, 2009

