



March 8, 2022

Regular Board Meeting Package

VIRTUAL MEETING

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING # 4

| | |
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| Tuesday, March 8, 2022 Time: 7:00 pm CST | Virtual Meeting (Google Link for internal use only) |
| AGENDA | |

1. Call to Order Chair
2. Roll Call Exec Asst

Observers may participate by submitting questions regarding the agenda items presented at the meeting this evening to the following email address 'questions@kpdsb.ca'. Questions will be responded to under the agenda item, Observer Comments. Chair
3. Approval of Agenda for March 8, 2022 Chair
4. Declaration of Conflict of Interest Chair
5. Business Arising from Committee of the Whole R. Findlay
 - 5.01 Disposition of Property
6. Confirmation of Minutes Chair
 - 6.01 Regular Board Meeting February 8, 2022 Chair
7. Presentations/Delegations Chair
8. Presentation of Reports and Accompanying Motions Chair
 - 8.01 Education S. Pilipishen
 - A. Kindergarten Registration for 2022-23 School Year
 - 8.02 Executive Committee Report M. Shakakeesic /
M. Gallagher
C. Moore
SL. Pharand
 - A. Student Trustees' Reports
 - B. New SEAC Membership
 - C. Capital Priorities Program Update
 - 8.03 Finance / Audit R. Findlay
 - A. #210 Policy – Expenses of Trustees and Appointed Members
 - 8.04 Human Resources – NIL
 - 8.05 Operations C. Moore
C. Moore
C. Moore
 - A. #312 Policy – Administration of Medication to Students
 - B. #325 Policy – Access to Schools
 - C. #327 Policy – Prevalent Medical Conditions
 - 8.06 Committee Updates
 - A. Early Years Advisory Committee - NIL

B. Audit and Finance Committee
C. Indigenous Education Advisory Committee
D. Ontario Public School Boards' Association
E. Parent Involvement Committee - NIL
F. Special Education Advisory Committee
G. Supervised Alternative Learning - NIL

R. Findlay
SL. Pharand
G. Kleist

C. Moore

9. Correspondence

10. New Business and Notices of Motion

11. Observer Comments

12. Next Meeting Date: April 12, 2022

Chair

13. Adjournment

Chair

Δ indicates an attachment included in the meeting package

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING #3

The minutes of the Regular Board Meeting of the Keewatin-Patricia District School Board Tuesday, February 8, 2022, held via virtual meeting.

| | | | |
|-----------------------|---|--|----------------------------|
| Call to Order | The meeting was called to order at 7:00 pm. | | |
| Roll Call | E. Bortlis D. Head G. Kleist M. Gallagher, ST | M. Duncalfe R. Griffiths C. Marcino M. Shakakeesic, IST | B. Gauthier M. Guitard |
| Absent with Regret | D. Cornish | | |
| Absent without Regret | R. O'Donohue | J. Kitowski | |
| Officials | SL. Pharand J. Lower Exec Assistant | R. Findlay C. Moore | S. Bailey S. Pilipishen |
| Also Present | Media, Staff, and the Interested Public | | |
| Item 3 - Agenda | Moved by: Roger Griffiths Seconded by: Barbara Gauthier | | |
| Motion 50-22 | THAT the agenda for the Regular Board Meeting of February 8, 2022, be approved. | | |
| | Defeated _____ Carried <u> X </u> | | |
| Conflict of Interest | Declaration of conflict of interest regarding proceedings on agenda – NONE | | |
| Item 5 – Policy #613 | Moved by: Marilyn Duncalfe Seconded by: Gerald Kleist | | |
| Motion 51-22 | THAT Policy #613 – Board, Lodging, and Transportation Assistance be received. | | |
| | Defeated _____ Carried <u> X </u> | | |

- Item 5 – Policy #613
Motion 52-22
Moved by: Michelle Guitard
Seconded by: Gerald Kleist
THAT Policy #613 – Board, Lodging, and Transportation Assistance be approved.
Defeated _____ Carried X
- Item 5 – Policy #614
Motion 53-22
Moved by: Darrin Head
Seconded by: Eric Bortlis
THAT Policy #614 – Fees for Learning Materials and Activities be received.
Defeated _____ Carried X
- Item 5 – Policy #614
Motion 54-22
Moved by: Eric Bortlis
Seconded by: Roger Griffiths
THAT Policy #614 – Fees for Learning Materials and Activities be approved.
Defeated _____ Carried X
- Item 6 - Minutes
Motion 55-22
Moved by: Barbara Gauthier
Seconded by: Gerald Kleist
THAT the minutes of January 11, 2022, Regular Board Meeting, having been duly circulated, be confirmed.
Defeated _____ Carried X
- Students Come First
Sioux Mountain Public School
“Legacy School Project” presented by W. Mercer (Principal), B. Van Diest (Vice-Principal), V. Lyon (Knowledge Keeper), S. Dumonski (Family Navigator), H. Visitor (NSL Teacher/ Legacy School Lead), J. Moore (NSL Teacher), and SMPS Students.
- Item 8.01A - SCF
Motion 56-22
Moved by: Marilyn Duncalfe
Seconded by: Michelle Guitard
THAT the Students Come First Presentation be received.
Defeated _____ Carried X
- Item 8.01B - SYC
Motion 57-22
Moved by: Roger Griffiths
Seconded by: Eric Bortlis
THAT the 2022-2023 School Year Calendar be received.
Defeated _____ Carried X

- | | | |
|----------------------------|--|---|
| Item 8.01B – SYC | Moved by: Barbara Gauthier Seconded by: Roger Griffiths Motion 58-22 | THAT the 2022-2023 School Year Calendar be approved. |
| | | Defeated _____ Carried <u> X </u> |
| Item 8.01C – Mental Health | Moved by: Gerald Kleist Seconded by: Marilyn Duncalfe Motion 59-22 | THAT the Mental Health verbal report be received. |
| | | Defeated _____ Carried <u> X </u> |
| Item 8.02A – S. Trustee | Moved by: Darrin Head Seconded by: Barbara Gauthier Motion 60-22 | THAT the Student Trustees’ reports be received. |
| | | Defeated _____ Carried <u> X </u> |
| Item 8.02B – Leadership | Moved by: Roger Griffiths Seconded by: Michelle Guitard Motion 61-22 | THAT the Keewatin-Patricia District School Board Leadership update be received. |
| | | Defeated _____ Carried <u> X </u> |
| Item 8.06A – EYAC | Moved by: Marilyn Duncalfe Seconded by: Gerald Kleist Motion 62-22 | THAT the Early Years Advisory Committee verbal update be received. |
| | | Defeated _____ Carried <u> X </u> |
| Item 8.06A – IEAC | Moved by: Gerald Kleist Seconded by: Roger Griffiths Motion 63-22 | THAT the Indigenous Education Advisory Committee verbal update be received. |
| | | Defeated _____ Carried <u> X </u> |
| Item 8.06D - OPSBA | Moved by: Michelle Guitard Seconded by: Marilyn Duncalfe Motion 64-22 | THAT the Ontario Public School Boards’ Association verbal update be received. |
| | | Defeated _____ Carried <u> X </u> |

Item 8.06E - PIC

Moved by: Eric Bortlis

Seconded by: Darrin Head

Motion 65-22

THAT the Parent Involvement Committee verbal update be received.

Defeated _____ Carried X

Item 8.06F - SEAC

Moved by: Roger Griffiths

Seconded by: Michelle Guitard

Motion 66-22

THAT the Special Education Advisory Committee verbal update be received.

Defeated _____ Carried X

Correspondence

NONE

New Business and

Notice of Motions

Observer Comments

NONE

Observers may participate by submitting questions regarding the agenda items presented at the meeting this evening, to the following email address 'questions@kpdsb.ca'. Questions will be responded to under the agenda item, Observer Comments.

Next Meeting Date

Tuesday, March 8, 2022.

Item 13 - Adjournment

Moved by: Michelle Guitard

Seconded by: Eric Bortlis

Motion 67-22

THAT the meeting adjourn at 8:36 pm.

Defeated _____ Carried X

Kindergarten Registration for 2022-23 School Year

The Keewatin-Patricia District School Board once again participated in Regional Kindergarten Registration Week (February 28 to March 4, 2022). All area School Boards come together each year to offer one Regional Kindergarten Registration Week for families across the region. It's a great time to celebrate the work of our staff and students as families explore options for their child's education.

As a Board, KPDSB runs a Kindergarten campaign each year that assists families in knowing what options are available to them and finding the information they need to register their child for Kindergarten. KPDSB launched a new Kindergarten resource/website in 2021 called Kindergarten at KP or K at KP (www.katkp.ca) and used that platform during this year's campaign. The website provides a one-stop-shop for families where they can find everything they need to know about Kindergarten in our schools. Through the K at KP site, families can:

- Find in-person open house dates and information;
- Watch videos created by schools that provide information about Kindergarten programming and the greater school community;
- Explore special programs available at schools like Forest School and French Immersion;
- Learn more about each of the schools by browsing the school profiles (including contact information);
- Register their child using our online registration platform;
- Check attendance boundaries and find information for school bus transportation; and
- Contact KPDSB to learn more about KPDSB Kindergarten programs

While the Kindergarten campaign is focused on social media, which is believed to be the best medium to reach families of Kindergarten aged children, radio ads are also run on local radio stations, as well as electronic advertising on local websites including Q104, CKDR, and 89.5 The Lake. Schools are also provided with hard copy materials including banners for outside of schools and [welcome packages for new families](#). The welcome packages include:

- A t-shirt that states, 'Look out Kindergarten, here I come!';
- *The Kissing Hand* and *Amik Loves School* books;
- A Kindergarten themed presentation folder that includes the following resources:
 - 10 Tips for Transitioning to Kindergarten
 - Separation Anxiety During the First Days of Kindergarten – Tips for Parents and Caregivers
 - Breathing Strategies to Practice with Your Child
 - Ontario's Full-Day Kindergarten Question and Answer Guide for Parents
 - Full-Day Kindergarten Program FAQ (KPDSB specific)
 - French Immersion Full-Day Kindergarten FAQ (New Prospect PS and Valleyview PS)
 - School-specific resources
- A water bottle; and
- A reusable shopping bag.

The Keewatin-Patricia District School Board puts students first by creating a culture of learning.

When families register for Kindergarten, their emails are also added to a monthly emailer for all new Kindergarten families. In an effort to remain in contact with families from the time they register until the time they start school; KPDSB sends monthly communication to families to support them as they prepare for starting school. These emails contain information like welcome messages from the Director, tips on preparing for Kindergarten, [resources and information from our partners](#) and activities families can do together to prepare for starting school.

Kindergarten registration is an important and exciting time for our schools and families. We look forward to welcoming all of our new families and youngest learners to our schools this fall!

Respectfully submitted by:

Sheena Pilipishen,

Communications and Strategic Branding Officer

Kenora - Head Office

4th Floor, 240 Veterans Drive
Kenora, Ontario P9N 3Y5
Phone: (807) 468-5571
Fax: (807) 468-3857
Toll Free: 1-877-275-7771

Dryden Office

79 Casimir Ave
Dryden, Ontario P8N 2Z6
Phone: (807) 223-5311
Fax: (807) 223-4703
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February 4, 2022

Sherri-Lynne Pharand, Director of Education
Keewatin-Patricia District School Board
4th Floor, 240 Veterans Drive
Kenora, ON P9N 3Y5

Dear Mrs. Pharand:

The Special Education Advisory Committee (SEAC) sought applicants from parents to become members. Jennifer Barton has put forth her name and is eager to join SEAC. Her children attend Dryden High School and Open Roads Public School. We respectfully ask that the Board of Trustees approve her request to be a SEAC member.

Thank you for considering our application. We look forward to hearing from you.

Respectfully,

Chantal Moore
Superintendent of Education

Evie O'Flaherty
SEAC Chair



Kenora Association for Community Living

A Meaningful and Satisfying Life

February 4, 2022

Sherri-Lynne Pharand, Director of Education
Keewatin-Patricia District School Board
4th Floor, 240 Veterans Drive
Kenora, ON P9N 3Y5

Dear Mrs. Pharand:

Please consider the attached application from KACL to be a member of the KPDSB Special Education Advisory Committee (SEAC).

We would like to request that the following person be approved as a representative of our agency:

Stefanie Trent
(name)

Infant and Child Development Consultant
(title/position)

We would also like to request that the following person be approve as an alternate:

Jennifer Reimer
(name)

Manager – Children's Services
(title/position)

Thank you for considering our application. We look forward to hearing from you.

Respectfully,

Jennifer Reimer

Capital Priorities Program Update

The Keewatin-Patricia District School Board (KPDSB) submitted a business case to the Ministry of Education for funding to support new school space and renovation of existing space to accommodate KPDSB's growing needs, as part of the Ministry's 2021-22 Capital Priorities Program.

On February 4, 2022, KPDSB received written notice that the Ministry did not approve funding to support these projects through the Capital Priorities Program.

The rationale provided for such decision is based on the extensive applications to this program with 60 School Boards having submitted over 248 requests for funding consideration for school capital projects, estimated at \$2.8 billion, and 37 School Boards having submitted 111 requests for funding consideration for childcare capital projects, estimated at \$236.0 million.

At this time, the Ministry has re-opened the opportunity for Boards to submit business cases for their capital priorities. KPDSB has re-submitted its priorities.

Respectfully submitted by:

*Sherri-Lynne Pharand,
Director of Education*



Policy Section: **Trusteeship and the Board**

200

Policy Name: **Expenses of Trustees and Appointed Members**

210

Policy Statement

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

Rationale

The Education Act permits the KPDSB to reimburse Trustees and non-Trustee members of KPDSB committees for:

- a) Travel expenses to attend KPDSB and committee meetings;
- b) Out-of-pocket expenses for other travel authorized by the KPDSB; and/or
- c) Other out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a KPDSB Trustee or committee member.

Given the large geographic area and remote location of the KPDSB, 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 KPDSB.

Guidelines

1. Scope

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 KPDSB committees, and School Council members. This

Cross Reference

Policies:

602, Travel, Meeting and Hospitality Expenses

607, Procurement; 616, Signing Authorities

703, Recognition of Employees

Date Adopted: 13/10/2009

Date Revised: 10/05/2011; 09/10/2012;

131/05/2014; 11/11/2014;

14/11/2017; 14/01/2020;

25/01/2022

Review By: ~~2024~~ **2026**

policy does not apply to employees of the KPDSB or volunteers acting under the direction of KPDSB employees (*as per Policy 602*). This policy applies to all expenses of the Trustees and appointed members, whether they are paid out-of-pocket and claimed for reimbursement, paid by KPDSB procurement card, or direct billed to the KPDSB.

2. Claims for Reimbursement of Personal Expenses

- a) 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 personal 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 KPDSB.
- b) 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.
- c) Expense claims should be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than two (2) months after the end of the month in which they were incurred.
- d) Approving authorities for claims for reimbursement of expenses are as follows:

| CLAIMANT | CERTIFIES POLICY COMPLIANCE | APPROVES PAYMENT |
|-----------------------|--|-----------------------|
| KPDSB Chair | Supt. of Business | Director of Education |
| Trustee | KPDSB Chair | KPDSB Chair |
| Committee Member | KPDSB Chair | KPDSB Chair |
| School Council Member | School Principal or Supt. of Education | Supt. of Education |

- e) If there is a discrepancy between the amount claimed as a personal expense and the amount paid as a reimbursement, KPDSB will provide an explanation for the discrepancy in amounts to the claimant via email.

3. Cash Advances

- a) 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 KPDSB purchasing card to reduce their personal cash outlays in the performance of their duties.
- b) 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 (i.e., a Student Trustee, or committee member traveling to a conference outside the jurisdiction of the KPDSB).

4. KPDSB-Issued Purchasing Cards

- a) 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 KPDSB purchasing cards with a credit limit of \$5,000.00.
- b) Trustees accepting KPDSB purchasing cards will be required to sign the standard Cardholder Agreement. Trustees must submit detailed card receipts to the Chair of the Board or Designate with explanations on a monthly basis. For all KPDSB purchasing card transactions, itemized/detailed sales slips must be provided in order to complete the monthly reconciliations. Trustees not in compliance will have their cardholder privileges revoked.
- c) KPDSB purchasing card charges, with original receipts attached, must be submitted with a detailed description on a monthly basis to the Chair of the Board or Designate.

5. Direct Billing to KPDSB and Direct Payments by KPDSB

- a) 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; and/or
 - iii) Purchase of standard equipment, supplies, and services for Trustees (i.e., computer, printer, etc.).
- b) Processing of any direct billings and payments must be approved by the Director of Education or the appropriate Superintendent.
- c) The KPDSB is to be reimbursed for any ineligible expenses included in direct billings.

6. Travel and Meals

- a) 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 by KPDSB resolution (*as per Appendix A*).
- b) Travel within the jurisdiction of the KPDSB may be by KPDSB-owned vehicle, personal vehicle, or rental vehicle. Individuals using personal vehicles will receive a per-kilometer amount for authorized travel (*as per Appendix A*). Individuals claiming a per-kilometer amount may not claim vehicle operating expenses (i.e., gasoline, repairs, etc.) for the trip. The KPDSB will not reimburse fines for traffic and/or parking violations. Individuals shall not use a KPDSB purchasing card to buy gasoline for a personal vehicle.
- c) It is expected that individuals traveling for KPDSB business will use the most cost-effective means of travel (such as sharing vehicles, using KPDSB vehicles, obtaining reduced fares, etc.). If a personal vehicle is used, the approving authority may determine that the amount eligible for reimbursement is the lesser of the regular amount per kilometer plus other allowable expenses and the applicable commercial fares. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- d) 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 by the KPDSB and receipts are required (*as per Guideline 2. a)*). Meals cannot

be claimed in situations where a meal is provided at no expense to the individual (i.e., as part of a conference package). A Meal allowance may be chosen in lieu of actual cost (*as per Appendix A*). Detailed receipts are not required for the allowance, but a personal expense claim must be submitted with proper authorization.

- i) Costs incurred for single accommodation in a standard room will be authorized.
 - ii) Alternatively, a maximum of \$30.00 per night is allowed for accommodation (including any means) for private stays with family or friends (including those that may be KPDSB employees) 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 \$30.00 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash, or cheque. Note that this is an exception to *Guideline 8.e*) (gifts of appreciation) below.
- e) Certain expenses may be paid for directly from KPDSB accounts (i.e., airfare). Individuals are expected to pay all other travel and meal expenses and claim reimbursement for approved amounts (less any amounts charged to KPDSB purchasing card).
- f) 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 40km from their home or normal work location at the regular mealtime.

Where a claimant is eligible to claim for more than one meal per 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 (i.e., 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.

- g) 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 KPDSB and maximize available calling time.
- h) Reasonable gratuities for meals, taxis, hotel room services, and porters may be incurred. Examples of reasonable amounts for gratuities are:
 - i) 15% on a restaurant meal
 - ii) 15% on a taxi fare
 - iii) \$5.00 for housekeeping for up to two (2) nights in a hotel, up to \$10.00 for a longer stay
 - iv) \$2.00-\$5.00 per bag for a porter
- i) Alcoholic beverages are not an eligible expense under this policy (*see Policy 602, re alcohol, in connection with hospitality events*).
- j) Authorization:
 - i) Trustees:
Travel to meetings and other travel on KPDSB business, including incurring related meal expenses, within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside the jurisdiction of the KPDSB must be authorized by specific KPDSB resolution.
 - ii) Chair of the Board:
Travel to meetings and other KPDSB related travel within the jurisdiction of the KPDSB is deemed authorized. Travel outside the jurisdiction of the KPDSB on the business of KPDSB is deemed to be authorized. The Chair of the Board will keep the KPDSB 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 expenses must be authorized by specific KPDSB resolution.

7. Meeting Expenses

- a) 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 (i.e., in conjunction with KPDSB or committee meetings). These situations must be authorized in advance by the Chair of the Board or Director of Education.
- b) Invoices for meeting accommodation and related meals must be approved by the authorizing official.

8. Other Expenses

a) Office Expenses

Trustees may procure and claim reimbursement for the following items:

| Reimbursement Items | Maximum in within the four- year 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 | NIL |
| Printer or Multi-function Device | \$500.00 | NIL |
| Internet office services and supplies | \$1,250.00 N/A | \$1,600.00 |
| Office services and supplies | N/A | \$500.00 |

* Does not apply to Student Trustees as they are provided devices by the schools.

Reasonable office expenses that exceed the limits set out in the chart above may be approved for payment by the appropriate approving authority at their discretion in accordance with Guideline 2 (d).

The claims approval process shall be in accordance with *Guideline 2*. 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 KPDSB 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 KPDSB 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 KPDSB in which case the KPDSB will choose the supplier and the goods or services to be purchased in consultation with the trustee.

All Trustees shall be provided with necessary technical support upon request to the Learning Technology Manager.

Non-consumable items are considered to be the property of the KPDSB 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 KPDSB property to the Director of Education or Designate.

b) Cell Phone Allowance

Upon request, Trustees may be provided with a cell phone allowance of ~~\$30.00~~ **\$50.00** per month during their term of office. As a condition of receiving the allowance, Trustees must provide their personal cell phone number and agree that they may be contacted by the other Trustees and KPDSB staff on KPDSB business at reasonable hours.

Cell phone allowance will be treated as a taxable benefit and the KPDSB will issue T2200 tax forms 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 KPDSB at its discretion.

c) Child Care

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

d) Miscellaneous

Individuals seeking reimbursement for any other type of expense should obtain approval from the KPDSB, preferably in advance. Unless KPDSB approval is

obtained by specific resolution, the claim shall be denied. For clarification, the following expenses are deemed **ineligible**:


- i) Donations and funds raising events of other organizations;
 - ii) Loss of wages or vacation time;
 - iii) Political activities or events; and/or
 - iv) Household expenses
- e) KPDSB funds are not to be used to provide gift certificates, coupons, or gifts of appreciation (such as promotional items, clothing, food, prizes, etc.) for employees in any circumstances, other than those identified in Policy 703 (i.e., retirement gift) or in *Guideline 6.e) (ii)* above. If KPDSB funds are used for any of these reference items, the Trustee will be responsible for personal repayment of these costs.

9. Budgeting and Reporting

- a) A budget for Trustee expenses shall be prepared and approved as part of the annual budget process for the KPDSB. The budget shall include provisions for:
- i) Membership fees;
 - ii) Travel, accommodation, and meal costs;
 - iii) Meeting costs;
 - iv) Professional development including Trustee conferences;
 - v) Equipment costs;
 - vi) Cell phone and internet costs;
 - vii) Advertising costs for KPDSB and committee meetings; and
 - viii) Miscellaneous costs including awards, condolences, etc.
- b) An annual report on actual expenses incurred versus budget shall be presented to the KPDSB and posted to the KPDSB website following the approval of the annual financial statements of the KPDSB.

10. Audit

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

| | | |
|---|---|---|
|  | <p>Policy Section: School Administration</p> <p>Policy Name: Administration of Medication to Students and Medical Procedures to Students in the Schools</p> | <p>300</p> <p>Revised</p> <p>Sept 28/10</p> <p>As at Dec 2021</p> <p>312</p> |
|---|---|---|

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that, in exceptional cases, the Board will allow the parent/guardian to administer medication in the school or the student to self-administer that medication, or the Board may accept responsibility for the administration of medication to students in schools by authorized ***school*** staff members. ***The Board recognizes that students may require necessary treatment, therapies, and rehabilitation programs during school hours.*** Regular response regarding medical intervention may be required of Education Assistants.

Rationale

The administration of prescription and/or non-prescription medication to a student is the responsibility of the student's parent(s) or guardian(s). The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours ***and if applicable, in accordance with a Plan of Care for prevalent medical conditions (anaphylaxis, asthma, diabetes, and epilepsy)***. The Board recognizes the need for an emergency response to life-threatening medical conditions. The Board also recognizes that certain regular medical procedures such as clean catheterization or suctioning may be required during school hours.

Cross Reference:
Ontario Reg PPM 81
Policies:
327, Prevalent Medical Conditions
401, School-Student Activities Outside the Classroom

KPDSB website ("Principal Information"): Anaphylactic Shock
KPDSB website ("Principal Information"): Link to Bill 167
Link to Provincial Legislation

Date Approved: 04/10/2000
Date Reviewed: 13/04/2004; 17/01/2006.
10/02/2009.
Last Reviewed: **09/11/2021**

Review by: 2012 (2015)
2021 C. Moore 2025



Policy Section: **School Administration**

Policy Name: **Access to Schools**

300

COTW Feb 22, 22

DF

325

Policy Statement

It is the policy of the Keewatin-Patricia District School Board to allow the public access to its schools subject to the conditions set out in Procedure 325 Access to Schools.~~the guidelines.~~

Rationale

This policy is established in order to ensure students and staff learn and work in a safe and secure educational environment.

Cross References

Ontario Regulation 474/000 Access to School Premises

Policies

321, Safe and Supportive Schools

322, Code of Conduct

332, Accessibility Standards for Customer Service

801, Use of School Facilities, Grounds & Equipment

808, Accessibility Standards for Design of Public Spaces

Procedures:

321 Safe and Supportive Schools

325 Access to Schools

Date Adopted: 05/03/2002

Date Reviewed: 13/05/2003

Dates Revised: 12/02/2008; 08/03/2011;

09/06/2015; 22/02/2022

Review By: 20262019



Policy Section: **School Administration**

Policy Name: **Prevalent Medical Conditions**

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As at Dec 7, 21

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board that **school** staff members are aware of prevalent medical conditions (*i.e.*, anaphylaxis, asthma, diabetes, and epilepsy), minimize the risks of an occurrence of a medical **incident**/exacerbation/reaction and respond accordingly to an emergency situation as laid out in the respective Plan of Care.

Rationale

The safety of students with prevalent medical conditions is the shared responsibility of the Board, school, family, health care provider and community partners. The Board recognizes the need to support students with prevalent medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports well-being. The Board also recognizes the shared responsibility to empower students, as confident and capable learners, to reach their full potential for self-management of their medical condition(s), according to their Plan of Care.

The Board recognizes that some pupils are at a high risk with respect to life threatening situations including prevalent medical conditions. These students include, but are not limited to:

- ***those who experience severe allergies and anaphylactic shock***
- ***those prone to severe asthma***
- ***those prone to seizures***
- ***those with diabetes***
- ***those who are medically fragile***

Cross Reference
Ontario Reg PPM 161

PPM 81

Sabrina's Law

Ryan's Law

Policies

312, Administration of Medication to Students and Medical Procedures to Students in Schools

401, School-Student Activities Outside the Classroom

Procedures

312 Administration of Medication to Students and Medical Procedures to Students in Schools.

401, School – Student Activities Outside the Classroom

Date Adopted: 13/11/ 2018

Reviewed: 22/02/2022

Review by 2019 **2026**



Policy Section: **School Administration**

Policy Name: **Prevalent Medical Conditions**

300

As at Dec 7, 21

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