

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING # 2

Tuesday, January 14, 2020
Time: 7:00 p.m.
Kenora Education Centre
Kenora, Ontario

Video & Teleconference Sites

Dryden HS	115
Red Lake DHS	235
Sioux North HS	109N

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
 - Regular Board Meeting – December 10, 2019
 - Special Board Meeting – December 12, 2019
 - Special Board Meeting – January 3, 2020
7. Presentations/Delegations
8. Presentation of Reports and Accompanying Motions
 - 8.01 Education
 - A. **Students Come First – Sioux Mountain PS**
Title – Guidance and Career Pathways
 - Sharon Dumonski, Indigenous Family Case Worker
 - B. Student Trustee Update
 - C. KPDSB Leadership Framework and On-Line Platform Report
 - 8.02 Executive Committee
 - A. Policy 210, Expenses of Trustees and Appointed Members
 - Expense Claim Forms
 - Appendix A
 - 8.03 O.P.S.B.A. Update
 - 8.04 Parent Involvement Committee (nil)

- 8.05 Operations
 - A. Policy 602, Travel, Meeting and Hospitality Expenses
 - Expense Claim Forms
 - Appendix A
- 8.06 Finance (nil)
- 8.07 Human Resources (nil)
- 8.08 Special Education Advisory Committee
- 8.09 Indigenous Education Advisory Committee (nil)
- 8.10 Early Years Advisory Committee (nil)
- 9. Other Motions
- 10. Correspondence
 - George Seaton Memorial Award
- 11. New Business
- 12. Observer Comments
- 13. Next Meeting Date – February 11, 2020
Kenora Education Centre
Kenora, Ontario
- 14. Adjournment

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

INAUGURAL BOARD MEETING #1

The minutes of Regular Board Meeting # 1 of the Keewatin-Patricia District School Board held December 10, 2019 at Dryden High School, Dryden, Ontario

Call to Order

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

Roll Call

M. Guitard	R. Griffiths	G. Kleist
B. Gauthier	J. Kitowski	C. Marcino
D. Head	M. Duncalfe	D. Cornish
E. Bortlis	H. Goriak	B.O'Donohue (tc)

Absent with Regret

Officials

Caryl Hron, Interim Director of Education, Richard Findlay, Joan Kantola, Shannon Bailey, and visiting school administration.

Also Present

In-Coming Director of Education - Sherri-Lynne Pharand; Media, Staff and interested public.

Agenda

Moved by: M. Guitard
Seconded by: B. Gauthier

Motion 01-20

THAT the agenda for Inaugural Board Meeting of December 10, 2019 be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Conflict of Interest

Declaration of conflict of interest re proceedings on agenda None

Scrutineers

Moved by: M. Guitard
Seconded by: B. Gauthier

Motion 02-20

THAT the Superintendent of Business, Richard Findlay and Superintendent of Education, Joan Kantola, be designated as scrutineers, if required, in the selection process of the offices of Chair and Vice-Chair for the Keewatin-Patricia District School Board.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Nominations Chair

Moved by: M. Guitard
Seconded by: E. Bortlis

Motion 03-20

THAT Cecile Marcino be nominated for the position of the Chair of the Board.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Nominations closed

Moved by: B. Gauthier
Seconded by: M. Guitard

Motion 04-20

THAT the nominations for the position of the Chair of the Board be closed.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Board Chair's Remarks Cecile Marcino affirmed she would accept the Chair of the Board position and was acclaimed to the position.

Nominations Vice-Chair Moved by: M. Duncalfe
Seconded by: D. Cornish

Motion 05-20 THAT Gerald Kleist be nominated for the position of the Vice-Chair of the Board.

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

Nominations Vice-Chair Moved by: B. Gauthier
Seconded by: E. Bortlis

Motion 6-20 THAT Roger Griffiths be nominated for the position of the Vice-Chair of the Board.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Nominations Vice-Chair Moved by: B. O'Donohue
Seconded by: J. Kitowski

Motion 7-20 THAT Dave Cornish be nominated for the position of the Vice-Chair of the Board.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Nominations closed Moved by: D. Cornish
Seconded by: B. Gauthier

Motion 8-20 THAT nominations for the position of Vice-Chair of the Board be closed.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

THAT the vote supporting Roger Griffiths as Vice-Chair of the Board be declared unanimous.

Vice-Chair's Remarks Roger Griffiths affirmed he would accept the Vice-Chair of the Board position.

Nominations Vice-Chair Moved by: B. Gauthier
Seconded by: D. Cornish

Motion 9-20 THAT the ballots with respect to selecting a Vice-Chair of the Board be destroyed.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Business Arising from Committee of the Whole None

Minutes – Regular Board Meeting Moved by: B. Gauthier
Seconded by: D. Cornish

Motion 10-20 THAT the minutes of Regular Board Meeting held November 12, 2019 having been duly circulated be confirmed.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: D. Cornish
Seconded by: B. Gauthier

Motion 11-20 THAT the minutes of Special Board Meeting held November 26, 2019 having been duly circulated be confirmed.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: B. Gauthier
Seconded by: D. Cornish

Motion 12-20 THAT the Keewatin-Patricia District School Board Welcome and Introduce the Incoming Director of Education, Sherri-Lynne Pharand.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Student Trustee Report
Moved by: D. Cornish
Seconded by: B. Gauthier

Motion 13-20 THAT the Student Trustee verbal report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: B. Gauthier
Seconded by: M. Guitard

Motion 14-20 THAT the 2019 Director's Annual Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: M. Guitard
Seconded by: J. Kitowski

Motion 15-20 THAT the verbal report on the Trustee Appointments to Committees for a one-year term be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – Executive Committee
Moved by: J. Kitowski
Seconded by: M. Guitard

Motion 16-20 THAT Eric Bortlis be appointed to the Executive Committee for the period December 10, 2019 – April 30, 2020, and that Darrin Head be appointed to the Executive Committee for the period May 4, 2020 – November 30, 2020.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – Audit &
Finance Committees

Moved by: M. Guitard
Seconded by: J. Kitowski

Motion 17-20

THAT Roger Griffiths, Dave Cornish and Marilyn Duncalfe be appointed to the Audit and Finance Committees for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – NEAC

Moved by: E. Bortlis
Seconded by: D. Cornish

Motion 18-20

THAT Eric Bortlis, Gerald Kleist and Bob O'Donohue be appointed to the Indigenous Education Advisory (IEAC) Committee for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – SEAC

Moved by: J. Kitowski
Seconded by: D. Head

Motion 19-20

THAT Eric Bortlis, Gerald Kleist and Darrin Head be appointed to the Special Education Advisory Committee (SEAC) for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – EYAC

Moved by: J. Kitowski
Seconded by: D. Head

Motion 20-20

THAT Barb Gauthier and Marilyn Duncalfe be appointed to the Early Years Advisory Committee (EYAC) for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – PIC

Moved by: J. Kitowski
Seconded by: G. Kleist

Motion 21-20

THAT Darrin Head and Michelle Guitard be appointed to the Parent Involvement Committee for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments –
Transportation Policy
Committee

Moved by: J. Kitowski
Seconded by: D. Head

Motion 22-20

THAT Jennifer Kitowski be appointed to the Transportation Policy Committee for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments –
Transportation Policy
Committee Alternate
Motion 23-20

Moved by: J. Kitowski
Seconded by: D. Head

THAT Roger Griffiths be appointed as the Alternate to the Transportation Policy Committee for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – OPSBA
Board of Directors

Moved by: J. Kitowski
Seconded by: D. Head

Motion 24-20

THAT Jennifer Kitowski be appointed to the Ontario Public School Boards' Association (OPSBA) Board of Directors for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – OPSBA
Alternate Director

Moved by: D. Cornish
Seconded by: E. Bortlis

Motion 25-20

THAT Gerald Kleist be appointed as the Alternate to the Ontario Public School Boards' Association (OPSBA) Board of Directors for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – OPSBA
voting delegate

Moved by: D. Cornish
Seconded by: E. Bortlis

Motion 26-20

THAT Barb Gauthier be appointed as the Ontario Public School Boards' Association (OPSBA) voting delegate for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Appointments – OPSBA
Alternate voting delegate

Moved by: D. Cornish
Seconded by: E. Bortlis

Motion 27-20

THAT Bob O'Donohue be appointed as the Ontario Public School Boards' Association (OPSBA) voting delegate alternate for the General Meeting for a one (1) year term.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

OPSBA PES 2020

Moved by: D. Cornish
Seconded by: E. Bortlis

Motion 28-20

THAT the verbal report on Trustee attendance at the Ontario Public School Boards' Association 2020 Public Education Symposium, be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: E. Bortlis
Seconded by: B. Gauthier

Motion 29-20 THAT accommodations and travel arrangements for trustees who wish to attend the OPSBA Public Education Symposium being held in Toronto on January 23-25, 2020 be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

OPSBA update
Moved by: E. Bortlis
Seconded by: B. Gauthier

Motion 30-20 THAT the OPSBA verbal update be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

PIC update
Moved by: E. Bortlis
Seconded by: B. Gauthier

Motion 31-20 THAT the Parent Involvement Committee verbal update be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

SEAC update
Moved by: E. Bortlis
Seconded by: B. Gauthier

Motion 32-20 THAT the Special Advisory Committee verbal update be received.

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

New Business None

Observer Comments None

Adjournment
Moved by: E. Bortlis
Seconded by: D. Cornish

Motion 33-20 THAT the meeting adjourn at 8:09 p.m.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Chair

Secretary

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

SPECIAL BOARD MEETING

The minutes of the Special Board Meeting of the Keewatin-Patricia District School Board held December 12, 2019 via Teleconference; lead site at Kenora Education Centre, Kenora, Ontario.

Call to Order	The meeting was called to order at 6:22 p.m.					
Roll Call	G. Kleist M. Guitard E. Bortlis	R. Griffiths B. Gauthier D. Cornish	D. Head M. Duncalfe C. Marcino			
Absent with Regret	J. Kitowski, B. O'Donohue					
Officials	C. Hron, Interim Director of Education; Richard Findlay					
Agenda	Moved by: Seconded by:					
Motion	34-20	THAT the agenda for the Special Board Meeting of December 12, 2019 be approved				
		Binding	FOR	9	OPPOSED	0 CARRIED
Conflict of Interest	Declaration of conflict of interest re proceedings on agenda					None
		Moved by:	M. Duncalfe			
		Seconded by:	B. Gauthier			
Motion	25-20	THAT the report on the Financial Statements for the year ended August 31, 2020 be received.				
		Binding	FOR	9	OPPOSED	0 CARRIED
Financial Statements		Moved by:	R. Griffiths			
		Seconded by:	D. Head			
Motion	36-20	THAT the Financial Statements for the year ended August 31, 2020 be approved.				
		Binding	FOR	9	OPPOSED	0 CARRIED
		Moved by:	G. Kleist			
		Seconded by:	B. Gauthier			
Motion	37-20	THAT the Audit Committee Report of December 12, 2019 be received.				
		Binding	FOR	9	OPPOSED	0 CARRIED
Audit Committee Report		Moved by:	R. Griffiths			
		Seconded by:	M. Duncalfe			
Motion	38-20	THAT the Audit Committee report dated December 12, 2019 be approved				
		Binding	FOR	9	OPPOSED	0 CARRIED

Moved by: M. Guitard
Seconded by: R. Griffiths

THAT the meeting adjourn at 6:26 p.m.

Binding	FOR	9	OPPOSED	0	CARRIED
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Secretary

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

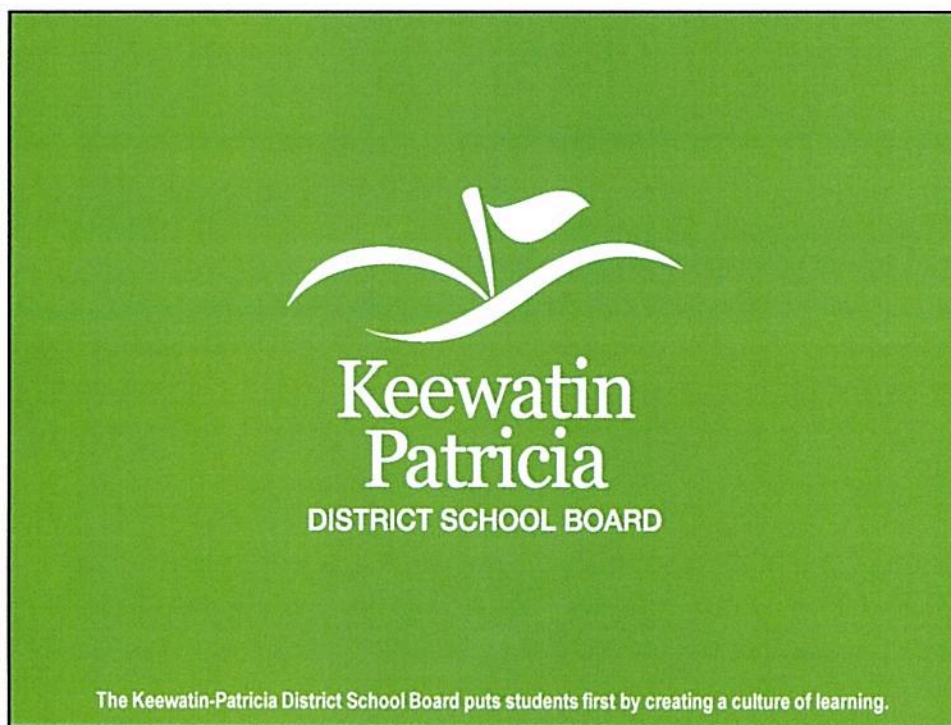
SPECIAL BOARD MEETING

The minutes of the Special Board Meeting of the Keewatin-Patricia District School Board held January 3, 2020 via Teleconference; lead site at Kenora Education Centre, Kenora, Ontario.

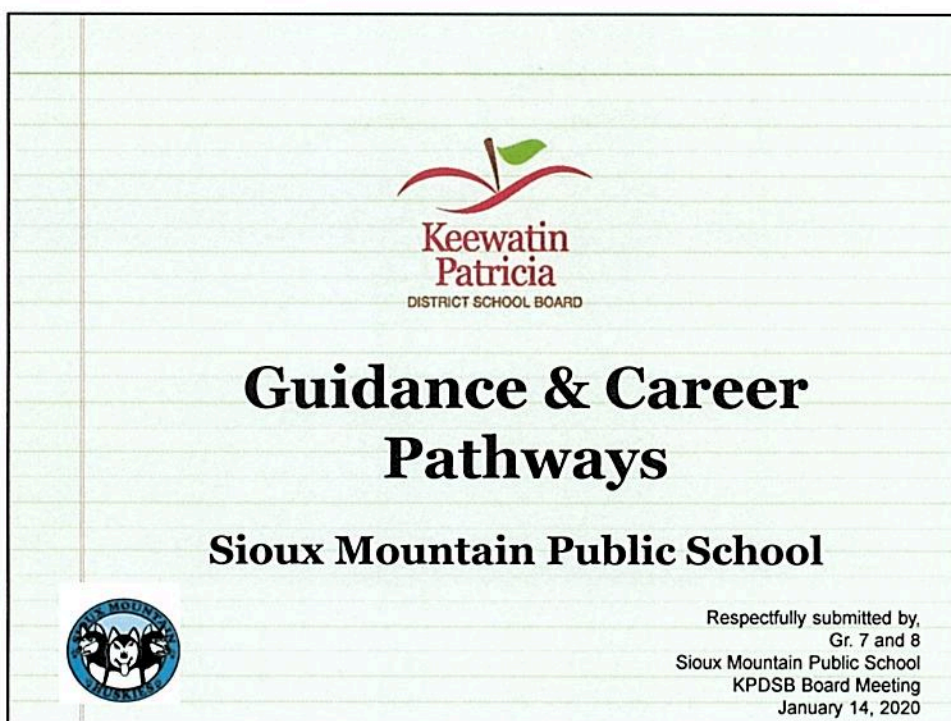
Call to Order	The meeting was called to order at 6:54 p.m.					
Roll Call	G. Kleist M. Guitard E. Bortlis M. Duncalfe	R. Griffiths B. Gauthier D. Cornish	J. Kitowski C. Marcino R. O'Donohue			
Absent with Regret	D. Head					
Officials	Richard Findlay, Joan Kantola					
Agenda	Moved by: Seconded by:	D. Cornish M. Duncalfe				
Motion 40-20	THAT the agenda for the Special Board Meeting of January 3, 2020 be approved					
	Binding	FOR 10	OPPOSED 0	CARRIED		
Conflict of Interest	Declaration of conflict of interest re proceedings on agenda					None
Interim Director Resignation	Moved by: Seconded by:	B. Gauthier R. Griffiths				
Motion 41-20	THAT the resignation of Caryl Hron, as the Interim Director of Education, be received and accepted with regret effective January 1, 2020 for the purposes of returning to her position as Superintendent of Education.					
	Binding	FOR 10	OPPOSED 0	CARRIED		
Interim Director Appointment	Moved by: Seconded by:	J. Kitowski G. Kleist				
Motion 42-20	THAT the Superintendent of Human Resources and Special Education, Joan Kantola, be appointed as the Interim Director of Education for the Keewatin-Patricia District School Board effective January 3 rd to the 20 th , 2020.					
	Binding	FOR 10	OPPOSED 0	CARRIED		
Adjournment	Moved by: Seconded by:	R. Griffiths B. O'Donohue				
Motion 43-20	THAT the meeting adjourn at 6:56 p.m.					
	Binding	FOR 10	OPPOSED 0	CARRIED		

Chair

Secretary




1



2

Skills Ontario



Keewatin Patricia
DISTRICT SCHOOL BOARD


Card Board Boat Races

WWW.KPDSB.ON.CA

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

3

Skills Ontario



Keewatin Patricia
DISTRICT SCHOOL BOARD


FNMI Trades and Tech Day


WWW.KPDSB.ON.CA


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

4

Skills Ontario



 Keewatin Patricia
DISTRICT SCHOOL BOARD

 **Young Women's Career Exploration**

WWW.KPDSB.ON.CA

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

5

Community Partnerships



 Keewatin Patricia
DISTRICT SCHOOL BOARD

Career Fair

WWW.KPDSB.ON.CA

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

6

Community Partnerships



Sioux-Hudson Employment Services




Learning about jobs in our area

WWW.KPDSB.ON.CA

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

7

Community Partnerships



Oshtugon
ELECTRONICS & ACCESSORIES







Sioux Lookout CHAMBER of COMMERCE






Exploring local businesses

WWW.KPDSB.ON.CA

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

8

High School Connections






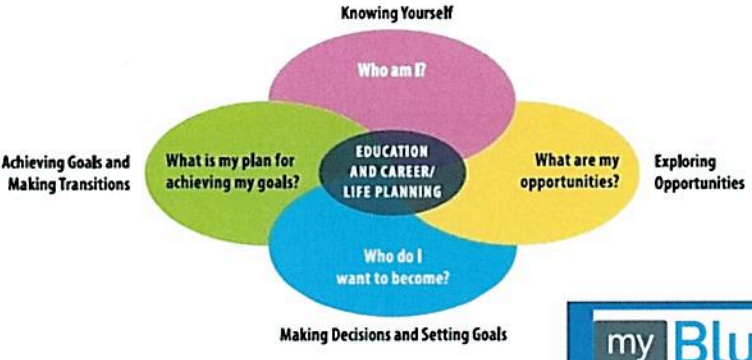
Sioux North High School

WWW.KPDSB.ON.CA

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

9

SK1

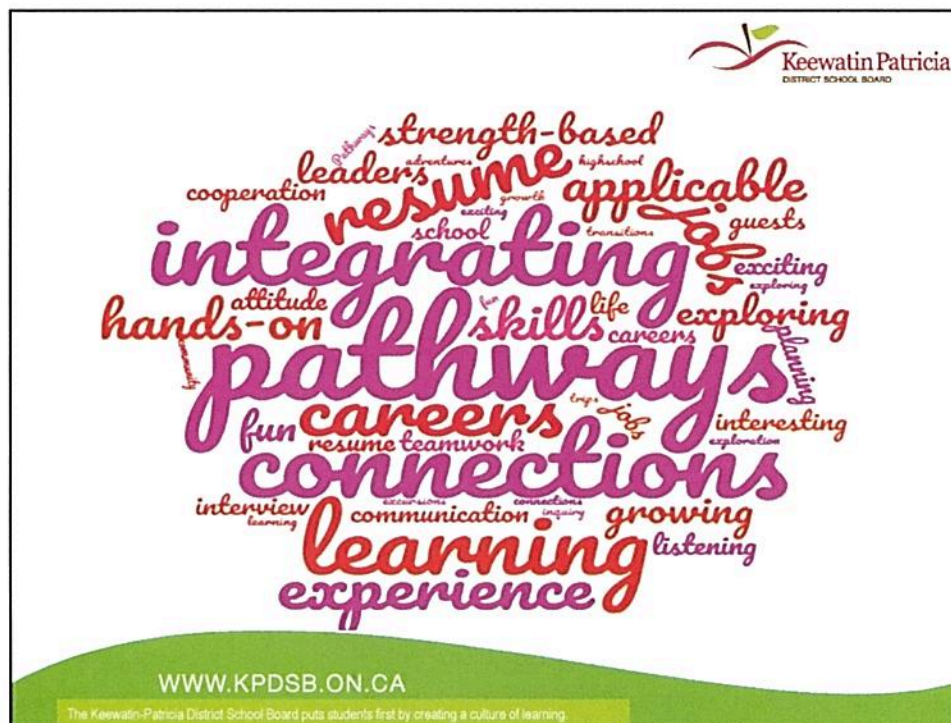
my Blueprint

Online educational planning tool, where students begin the process of exploring education and career choices.

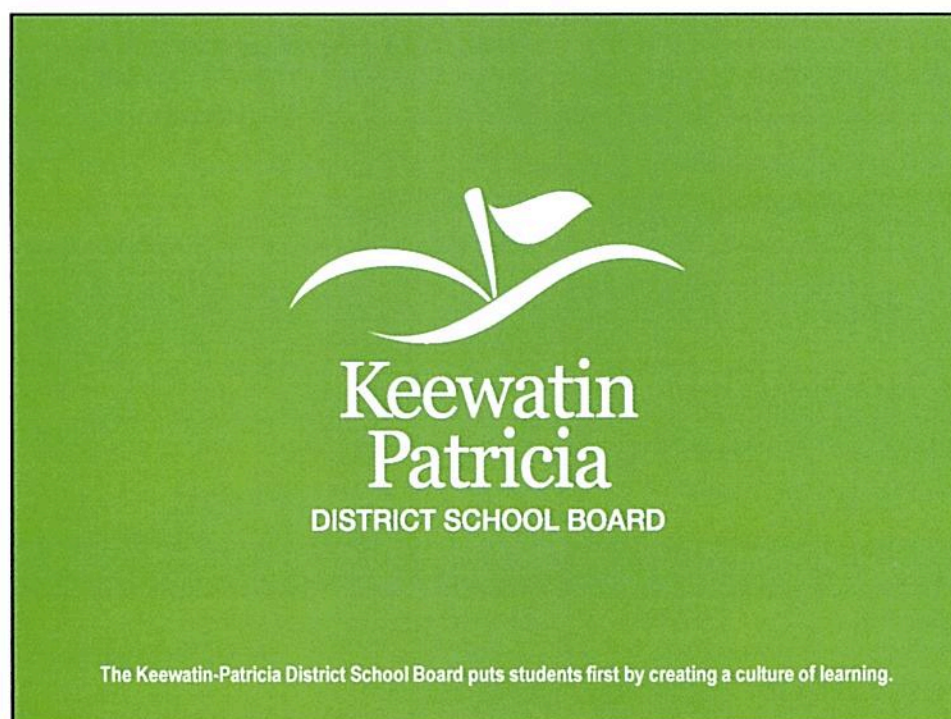
WWW.KPDSB.ON.CA

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

10



11



12

8.01 C

Keewatin-Patricia District School Board

January 14, 2020

NOTICE OF MOTION

THAT the KPDSB Leadership Framework and On-Line Platform Report be received.

KPDSB Leadership Framework and Online Platform

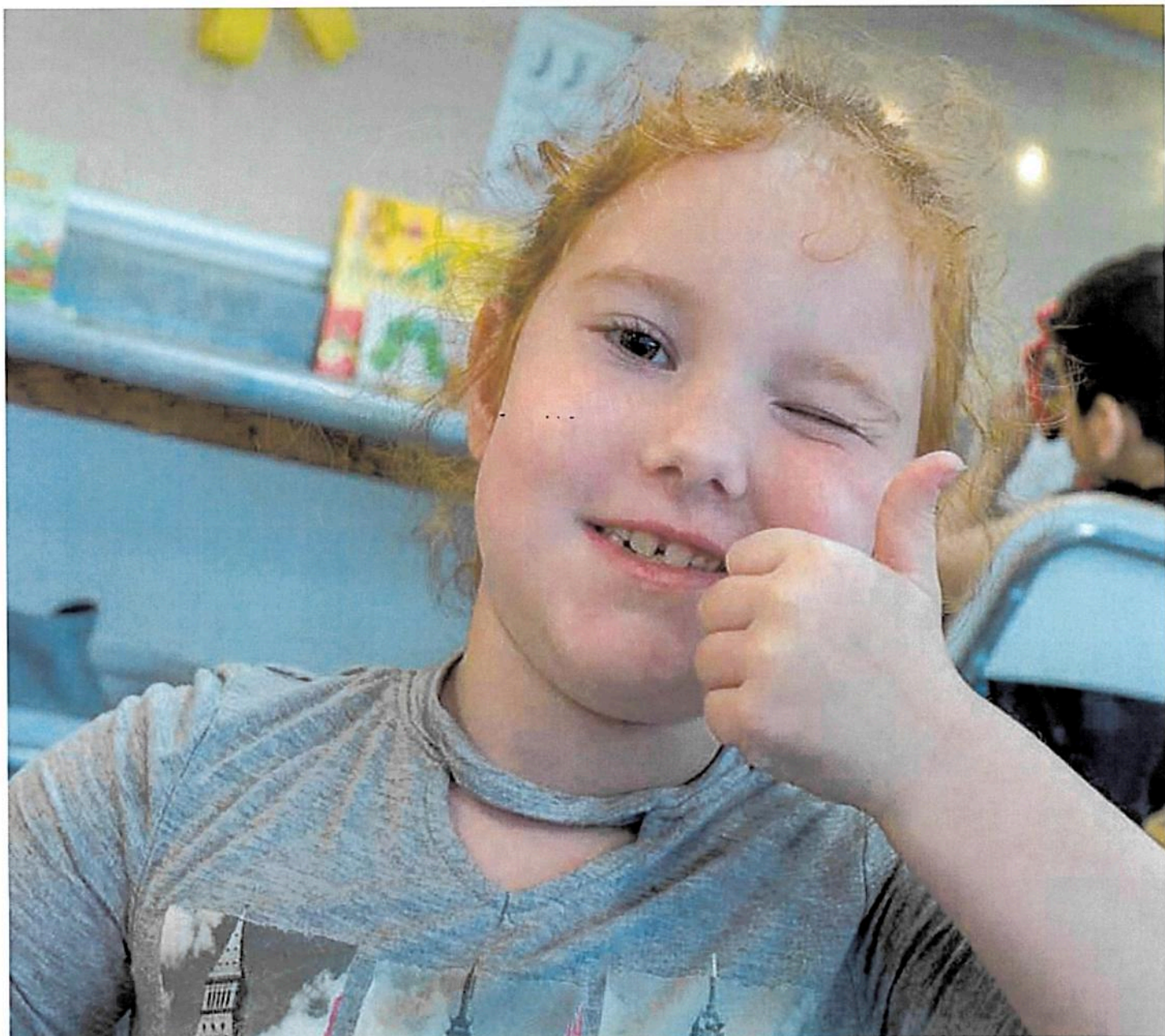
During the fall of 2019, work began to revise the KPDSB Board Leadership Strategy. The previous strategy was aimed at supporting development of system and school leaders and was not inclusive to staff working in other roles within the board. It specifically excluded those working in the “non-academic” functions of the board as well as those who did not aspire to school, central or system leadership positions. It aimed at developing system and school leaders and was supported through the Ontario Leadership Framework (OLF). The OLF is still a relevant support for those who aspire to work as system or school leaders but the KPDSB Leadership Framework is now available for *all* staff within the board to further develop their leadership skills.

Utilizing a cross-section of staff voice in the development of the KPDSB Leadership Framework, a set of criteria was developed that meets the unique needs of our students in northwestern Ontario. You will notice criteria that highlight the need for developing an understanding of the intergenerational impact of residential schools, an understanding of trauma, commitment to Truth and Reconciliation and other skills sets that were not identified in the OLF.

The online platform, www.leadershipatkp.ca, is a support for the implementation of the KPDSB Leadership Framework. It houses an identification portal, a self-assessment tool and a learning portal for all staff or potential staff of the KPDSB to access without barrier. It will give opportunities for staff to build their competency for the criteria identified in the KPDSB Leadership Framework as well as a way to equitably contact senior staff to identify aspirations, get feedback on a learning plan as well as stay connected to leadership opportunities that may exist in the board.

It is critical that we invest in our staff for the purpose of recruitment, retention, competency and succession planning. When all staff feel equally supported in their development, it helps to build a strong culture of learning that ultimately impacts student success.

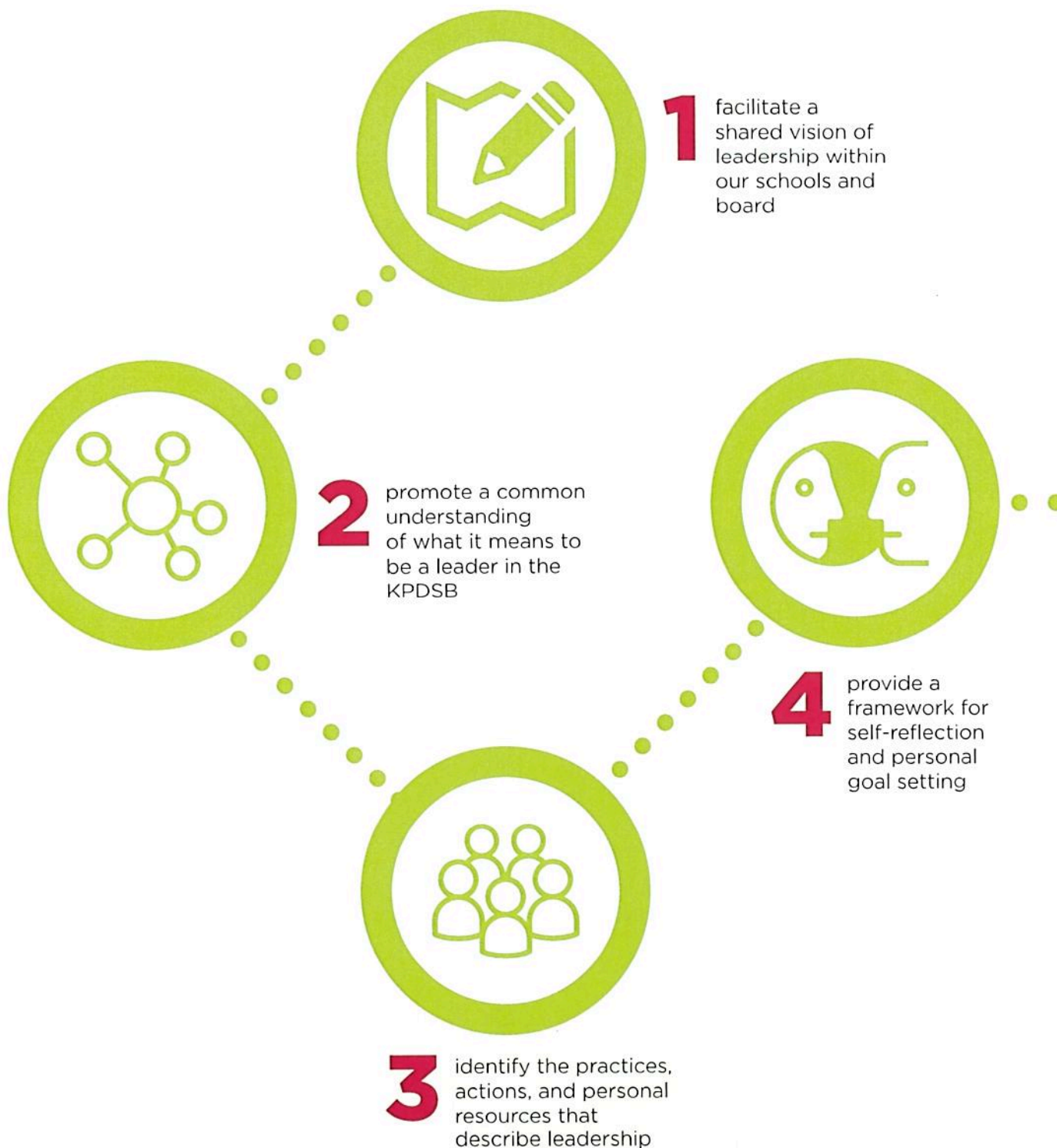
Respectfully submitted by,
Shannon Bailey, Interim Superintendent of Secondary Education
and Student Success



Leadership Framework

Leadership Framework

The Keewatin Patricia District School Board Leadership Framework is designed to:





Leadership Framework

PERSONAL LEADERSHIP

Integrity
Resilience
Empathy
Optimism
Respectful
Flexible
Emotionally intelligent
Growth mindset
Problem-solver
Demonstrates work/life balance
Self-aware
Reflective
Initiative
Humble
Recognizes own strengths
Self-regulation strategies
Risk-taker
Connector
Focus on self-care

RELATIONSHIPS & COMMUNITY

Promotes a sense of belonging for all stakeholders
Demonstrates Seven Grandfather Teachings
Inclusive
Understanding of trauma
Commitment to improving mental health for all students and staff
Cultural competence
Builds partnerships
Maintenance of connections with community partners, Indigenous leaders, families
Commitment to Reconciliation
Promote practices for community engagement that benefit students
Recognizes the accomplishments of others
Knowledge of systems outside education
Visible and accessible
Understanding of intergenerational trauma/poverty

COLLABORATION & COMMUNICATION

Restorative approach to problem-solving
Considers the unheard voices
Advocate for children's needs
Accepts and provides mentorship
Understands and promotes practices of a flattened organization
Models collaboration in own work
Understand the stories and perspectives of students and their families
Excellent listening skills
Values the opinions of others
Ability to have a difficult conversation
Open to multiple perspectives
Exercises confidentiality
Connected to the work of the schools and classrooms
Understands connections to Board Strategic Plan, Standards of Practice, collective agreements, Board Continuous Improvement Plan, Education Act, Ministry of Education and Board Procedures, Policies and Memorandums of Understanding

VISION & GOAL SETTING

Challenges status quo
Ensure promotion of board practices and procedures is informed by data
Actively improve the instructional program
Promote collective responsibility and accountability for student achievement and well-being
Believes all staff and students deserve equal opportunities
Innovative
Ability to match resources to goals
Promotes the vision and strategic plan of the system
System understanding/system thinker
Strong work ethic
Committed lifelong learner
Promote individual, department, school reflection
Demonstrates that students come first during all decision making processes
Solution-focused
Responsive to needs

Personal Leadership Resources



Relationships & Community

	DEVELOPMENT DESIRED	COMPETENT	STRENGTH	OUTSTANDING STRENGTH
Promotes a sense of belonging for all stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Seven Grandfather Teachings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to improving mental health for all students and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of connections with community partners, Indigenous leaders, families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote practices for community engagement that benefit students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes the accomplishments of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of systems outside education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visible and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage development of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitate opportunities for staff to learn from each other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands impact of intergenerational trauma/poverty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Collaboration & Communication



Vision & Goal Setting

	DEVELOPMENT DESIRED	COMPETENT	STRENGTH	OUTSTANDING STRENGTH
Challenges status quo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure promotion of board practices and procedures is informed by data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively improve the instructional program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote collective responsibility and accountability for student achievement and well-being	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Believes all staff and students deserve equal opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to match resources to goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes the vision and strategic plan of the system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System understanding/system thinker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committed lifelong learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote individual, department, school reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates that students come first during all decision making processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solution-focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsive to needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High expectations for all students and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Keewatin-Patricia District School Board

January 14, 2020

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 2024.

Policy Statement

It is the policy of the Keewatin-Patricia District School Board 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:

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

1.0 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 KPDSB committees, and School Council members. This policy does not apply to employees of the KPDSB or volunteers acting under the direction of KPDSB employees (*see as per* 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 KPDSB procurement card, or direct-billed to the KPDSB.

2.0 Claims for Reimbursement of **Personal Expenses**

- 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 **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.

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 two (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>
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

2.5 **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.**

3.0 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 KPDSB 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 KPDSB.)

4.0 **KPDSB-Issued 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 KPDSB purchasing cards with a credit limit of ~~\$2,000.00~~ **\$5,000.00**.
- 4.2 Trustees accepting KPDSB purchasing cards will be required to sign the standard cardholder agreement. and **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, the itemized/detailed sales slip must be provided **in order to complete the monthly reconciliations**. Trustees not in compliance will have their cardholder privileges revoked.
- 4.3 ***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.***

5.0 **Direct Billing to KPDSB and Direct Payments by KPDSB**

- 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 KPDSB 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 KPDSB resolution (see

~~as per Appendix A). In setting rates the KPDSB will conform with the Canada Revenue Agency Regulations.~~

- 6.2 Travel within the jurisdiction of the KPDSB may be by KPDSB-owned vehicle, or, by personal vehicle or rental vehicle. Individuals using personal vehicles will receive a per-kilometer allowance **amount** for authorized travel (**as per Appendix A**).

Individuals claiming a per-kilometer allowance **amount** may not claim vehicle operating expenses (e.g. gasoline, repairs) for the trip. The KPDSB will not reimburse fines for traffic and parking violations. Individuals shall not use a KPDSB purchasing card to buy gasoline for a personal vehicle.

- 6.3 It is expected that individuals travelling ~~outside the jurisdiction of the KPDSB for KPDSB business~~ will use the most cost-effective means of travel (**such as sharing vehicles, using KPDSB vehicles, obtaining reduced airfares, etc.**) If a personal vehicle is used, the approving authority may determine that the amount eligible for reimbursement is the lesser of the regular allowance **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.**

- 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 KPDSB, and receipts are required (see **as per** Guideline 2.1). Meals cannot be claimed in situations where an alternative ~~a~~ meal is provided at no expense to the individual (e.g. as part of a conference package). A meal allowance may be chosen in lieu of actual cost (**as per Appendix A**) Allowances are the Ontario Public Service Expense Rates. Detailed receipts are not required for the allowance, ~~however the meal cannot be charged on a purchasing card.~~ **but a personal** expense claim must be submitted with proper authorization.

- i) ~~Individuals may incur authorized expenses~~ **Costs incurred** for single accommodation in a standard room: **will be authorized.**
- ii) ~~In lieu of incurring authorized expenses for single accommodation in a standard room,~~ **Alternatively,** a maximum of \$30 per night is allowed for accommodation (including any meals) 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 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 8.5 (gifts of appreciation) below.**

~~6.5~~ Individuals are expected to travel in the most practical mode (such as sharing vehicles, using KPDSB 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~~**6.5** Certain expenses may be paid for directly from KPDSB 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 KPDSB purchasing card.)

~~6.7~~**6.6** 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 **mealtime**.

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.

6.7 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.

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

- i) ~~10%-15%~~ **15%** on a restaurant meal

- ii) ~~40%~~ **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

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

6.10 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 to be authorized. Travel outside the jurisdiction of the KPDSB on the business of the 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 expense must be authorized by specific KPDSB 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 KPDSB or committee meetings). These situations must be authorized in advance by the ***Chair of the Board*** 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 \$1,000	\$0.00 NIL
Printer or Multi-function Device	\$500.00 \$500	\$0.00 NIL
Internet / office service and supplies	\$1250 \$1,250	\$1250 \$1,250

* 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~~. **2.0**. 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-issued~~ **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, ~~and the KPDSB will cover the full cost.~~

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

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 KPDSB staff on KPDSB business at reasonable hours.

Cell phone allowances will be treated as a taxable benefit and the KPDSB 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 KPDSB at its discretion.

8.3 Child Care

Trustees may claim out-of-pocket expenses for **childcare** (dependent children 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).

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

8.5 ***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 6.4 (ii) above. If KPDSB***

funds are used for any of these referenced items, the trustee will be responsible for personal repayment of these costs.

9.0 Budgeting and Reporting

9.1 An annual ~~A~~ budget for trustee expenses shall be prepared and approved as part of the annual budget estimates 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) ~~telephone and data line costs~~ ***cell phone and internet costs***
- vii) advertising costs for KPDSB & committee meetings
- viii) miscellaneous costs including ***awards***, gifts of appreciation, condolences, etc.

9.2 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.

10.0 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:
Regular Board Meeting – January 14, 2020

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year \$0.54

For any additional business kilometers in that year \$0.48

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

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

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.

CLAIMS FOR MEAL ALLOWANCE (Receipts not required)

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

PERSONAL TELEPHONE EXPENSES (guideline 6.7)

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***

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

KPDSB Trustees and Appointed Members Expense Report (Policy 210)
Mileage and Out-of-Pocket Expenses to be Reimbursed

<p>Enter all expenses and attach receipts as required. Enter Board VISA expenses on 2nd page of this form. Do not attach Board VISA receipts.</p>		<p>Meal Limits: B-\$15, L-\$20, S-\$50 Claim actual costs.</p> <p>**All receipts required to claim meals</p> <p><i>Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required</i></p>
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[illegible]

Vehicle Rates are \$0.54/km for up to 5,000 km/yr and \$0.48/km for excess kms	Kms @ \$0.54		x \$0.54 =		Total Vehicle Claim ----->															
	Kms @ \$0.48		x \$0.48=																	
This is to certify that the expenses reported herein were incurred on KPDSB business.			Total Expense Claim																	
Date _____			Less (Identify) _____																	
x			Balance due to Claimant (or to KPDSB)																	
Signature of Claimant			Approving Authorities - Routing																	
			<table border="0"> <tr> <td><u>Claimant</u></td> <td><u>1 Compliance</u></td> <td><u>2 Approves Pymt</u></td> </tr> <tr> <td>Board Chair:</td> <td>Supt of Business</td> <td>DOE</td> </tr> <tr> <td>Trustee:</td> <td>KPDSB Chair</td> <td>KPDSB Chair</td> </tr> <tr> <td>Committee Member:</td> <td>KPDSB Chair</td> <td>KPDSB Chair</td> </tr> <tr> <td>School Council Member:</td> <td>Principal or SOE</td> <td>SOE</td> </tr> </table>			<u>Claimant</u>	<u>1 Compliance</u>	<u>2 Approves Pymt</u>	Board Chair:	Supt of Business	DOE	Trustee:	KPDSB Chair	KPDSB Chair	Committee Member:	KPDSB Chair	KPDSB Chair	School Council Member:	Principal or SOE	SOE
<u>Claimant</u>	<u>1 Compliance</u>	<u>2 Approves Pymt</u>																		
Board Chair:	Supt of Business	DOE																		
Trustee:	KPDSB Chair	KPDSB Chair																		
Committee Member:	KPDSB Chair	KPDSB Chair																		
School Council Member:	Principal or SOE	SOE																		
1 CERTIFIES POLICY 210 COMPLIANCE																				
x																				
Signature																				
2 APPROVAL FOR PAYMENT			Accounting Distribution (<i>Balance due to claimant</i> amount above)																	
x			<table border="1"> <thead> <tr> <th>Account Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			Account Code	Amount													
Account Code	Amount																			
Signature																				
After obtaining approval, forward via email to Finance (Kenora) for reimbursement																				

KPDSB Trustees and Appointed Members Board VISA Summary of Expenses
VISA Related Expenses associated with Expense Claim

Name/Title of Claimant

Enter all **VISA expenses** associated with attached Expense Claim. **Do not attach purchasing card receipts.**

Meal Limits: B-\$15, L-\$20, S-\$50 Claim actual costs.

****All receipts required to claim meals**

Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required

****All receipts required to claim meals**

Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required

[illegible]

Keewatin-Patricia District School Board

January 14, 2020

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 2024.

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that individuals ***be reimbursed for*** may incur reasonable and authorized travel, meeting, and hospitality expenses ***incurred in the course of fulfilling their duties*** on behalf of the KPDSB.

Rationale

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

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

Guidelines

1.0 General Provisions

- 1.1 This policy applies to the following individuals: employees of the KPDSB or volunteers acting under the direction of KPDSB employees. This policy does not apply to elected trustees and trustees appointed to represent the interests of Indigenous students (except with respect to Guideline 6.0 Hospitality), student trustees, appointed non-trustee members of KPDSB committees, and School Council members. (See Policy #210).
- 1.2 Only authorized travel on KPDSB business will be eligible for reimbursement of expenses. Authorization of travel by designated KPDSB officials within the parameters of this policy is deemed to constitute authorization by the KPDSB.
- 1.3 Only reasonable expenses may be claimed for reimbursement, charged to procurement ***purchasing*** cards, or direct-billed to the KPDSB and the amounts paid are subject to maximums and/or rates established from time to time by KPDSB resolution: (see ***as per*** appendix A). In setting rates the KPDSB 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 KPDSB shall be by KPDSB-owned vehicle or, where a KPDSB-owned vehicle is unavailable, by personal vehicle or rental vehicle. Individuals using personal vehicles will receive a ~~mileage allowance~~ **per-kilometer amount** kilometer for authorized travel beyond normal home to work travel. If a KPDSB-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~~ **per-kilometer amount** may not claim vehicle operating expenses (e.g. gasoline, repairs) for the same trip. The KPDSB 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 KPDSB purchasing card to buy gasoline for a personal vehicle.

- 1.5 It is expected that individuals travelling ~~outside the jurisdiction of the KPDSB for KPDSB business~~ will use ~~KPDSB-owned vehicles or commercial carriers~~ **the most cost-effective means of travel (such as sharing vehicles, using KPDSB vehicles, obtaining reduced airfares etc.)**. 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 amount** plus other allowable expenses and the applicable commercial fare(s)~~fares~~. **Approving authorities may limit reimbursement amounts where this practice has not been followed.**

- 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 KPDSB,~~ **and receipts are required (as per Guideline 1.7)**. Meals cannot be claimed in situations where the a meal is provided at no expense to the traveler, ~~individual (e.g. 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) Individuals may incur authorized expenses for single accommodation in a standard room.~~ **Costs incurred for single accommodation in a standard room will be authorized.**

- ii) ~~In lieu of incurring authorized expenses for single accommodation in a standard room~~ **Alternatively**, a maximum of \$30 per night is allowed for accommodation (including any meals) 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 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 the only exception to Guideline 1.13 (gifts of appreciation) below.**

~~1.7~~ Individuals are expected to travel in the most practical mode (such as sharing vehicles, using KPDSB 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.

~~4.8~~**1.7** 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 *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.

~~4.9~~**1.8** Unless arrangements for direct billing of certain expenditures has been authorized, individuals are expected to pay all travel expenses with their procurement *purchasing* card or claim reimbursement for approved amounts.

~~4.10~~**1.9** 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.

~~4.11~~**1.10** Meal expenses can be claimed for travel within the jurisdiction of the KPDSB 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 **km** 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.

4.121.11 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 KPDSB cell phone allowance or who are provided with a KPDSB-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 KPDSB and maximize available calling time.

4.131.12 Alcoholic beverages are not an eligible expense in connection with travel and meetings. (See Guideline 6.0 re alcohol in connection with Hospitality events-)).

1.13 ***KPDSB funds (including funds allocated for Parent Council) 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 1.6(ii) above. If KPDSB funds are used for any of these referenced items, the employee will be responsible for personal repayment of these costs.***

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) 15% on a restaurant meal
- ii) 15% on a taxi fare

- iii) \$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 KPDSB related travel within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside the jurisdiction of the KPDSB on the business of the KPDSB is deemed to be authorized. The Director of Education will keep the KPDSB informed concerning outside travel.
- ii) Expense claims must be submitted to the KPDSB Chair or Vice-Chair for approval.

2.2 Superintendents

- i) Travel to meetings and other KPDSB related travel within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside the jurisdiction of the KPDSB 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 KPDSB related travel within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside the jurisdiction of the KPDSB 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 **Learning Technology** 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 KPDSB vehicle~~), **rental vehicle, or personal vehicle**).
- ii) Expense claims must be submitted to the appropriate Superintendent or designate for approval.

2.5 Other Individuals Not Employed by the KPDSB

- i) To be eligible for reimbursement, travel by other individuals must be on KPDSB or school business and be preauthorized by the KPDSB, 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**Expenses**

- 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 KPDSB. 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 to KPDSB and Direct Payments by KPDSB

- 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 KPDSB 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 KPDSB 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 KPDSB 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 KPDSB expense to persons other than trustees and employees.

Hospitality at KPDSB expense may only be extended by a trustee, director of education, superintendent, principal, or manager. Authority for incurring hospitality expenses rests with the KPDSB 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 KPDSB business or is considered desirable as a matter of courtesy.
- 6.4 Hospitality may be extended on behalf of the KPDSB when:
- i) Recognizing individuals for outstanding achievement or contributions to the KPDSB (e.g. volunteers);
 - ii) Engaging representatives of other KPDSBs, 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 KPDSB; and;
 - iv) Sponsoring or attending formal conferences related to the goals of KPDSB.
- 6.5 Token gifts of appreciation, valued at up to \$100, may be extended to persons who are not attached to KPDSB 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

- 7.4 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
Regular Board Meeting
January 14, 2020

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year \$0.54

For any additional business kilometers in that year \$0.48

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.

CLAIMS FOR MEAL ALLOWANCE (Receipts not required)

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

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.

Mileage and Out-of-Pocket Expenses to be Reimbursed

Name/Title of Claimant

Mailing Address (with Postal Code)

Enter all expenses and attach receipts as required. Enter Board VISA expenses on 2nd page of this form. Do not attach Board VISA receipts.

Meal Limits: B-\$15, L-\$20, S-\$50 Claim actual costs.

****All receipts required to claim meals**

Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required

[illegible]

Total kms this claim

Total Out-of-Pocket Expenses (A)

Cumulative kms - prior claims

Cumulative kms to date

Vehicle Rates: \$0.54/km for up to 5,000 km/yr & \$0.48/km for excess kms; \$0.10/km for personal vehicle used when KPDSB vehicle available

Kms @ \$0.54

Kms @ \$0.48

$$\times \$0.54 =$$
 $\times \$0.48 =$

Total Vehicle Claim (B)

This is to certify that the expenses reported herein were incurred on KPDSB business.

Date _____

X

Signature of Claimant

Total Expense Claim (A + B)

Less (Identify)

Balance due to Claimant (or to KPDSB)

APPROVAL FOR PAYMENT

X

Signature

After obtaining approval, forward via email to Finance (Kenora) for reimbursement

Accounting Distribution (*Balance due to claimant* amount above)

Account Code

Amount

KPDSB Expense Report and Claim (Policy 602)
VISA Related Expenses Associated with Expense Claim

Name/Title of Claimant _____

Enter all VISA expenses associated with attached Expense Claim. Do not attach purchasing card receipts.

Meal Limits: B-\$15, L-\$20, S-\$50 Claim actual costs.
****All receipts required to claim meals**
Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required

****All receipts required to claim meals**

Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required

[illegible]

Damara Delescaille
Box 1041
Ignace, ON P0T 1T0

Keewatin Patricia District School Board
Samantha Hagar
4th Floor – 240 Veterans Drive
Kenora, ON P9N 3Y5

January 7, 2020

Dear Ms. Hagar,


I was honoured to receive the George Seaton Memorial Award in the amount of \$500.00 at the Ignace School graduation ceremonies in June 2019.

I have currently started my second semester at Laurentian University in Sudbury and am studying in the Bachelor of Science with Honours in Forensic Sciences Program. Studying at Laurentian has been a privilege, and I have found my first semester of study to be eye-opening; experiencing a city larger than my hometown of Ignace, making new friends and enjoying the experiences of courses such as archaeology, anthropology and biology.

This generous award has allowed me to focus on my studies and I am deeply appreciative of the School Boards support. As per the information letters received from Ignace School, dated June 27, 2019, please find enclosed a copy of my proof of registration into second term at Laurentian University as well as the completed Confirmation of Registration form as required. I respectfully request that I be able to claim my bursary amounts from the KPDSB; a cheque can be mailed to the address above. Can you please also advise if there is an individual or family member to whom I may send a personal thank you in recognition of the support the George Seaton Memorial Bursary provides?

I look forward to the challenges and experiences that will shape the final semester of my first year at Laurentian and wish to extend my appreciation to the Keewatin-Patricia District School Board for your continued support of students through significant award and bursary programs which support opportunities for students to pursue their post secondary education and their dreams.

Respectfully,



Damara Delescaille