



Governance and Policy Committee Agenda

GPC:025A

Monday, February 10, 2020

4:30 p.m.

Committee Room A, 5050 Yonge Street

Trustee Members:

**Christopher Mammoliti (Chair), Alexander Brown, Stephanie Donaldson, Harpreet Gill,
James Li, Patrick Nunziata, Manna Wong**

	Pages
1. Call to Order and Acknowledgement of Traditional Lands	
2. Approval of the Agenda	
3. Declarations of Possible Conflict of Interest	
4. Delegations	
To be presented	
5. PR696, Kindergarten Registration: Revised Procedure [3833]	1
6. PR597, French Immersion/Extended French: Revised Procedure [3825]	79
7. PR582(a), Employee Expenditure Guidelines: Revised Procedure [3840]	113
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9.1 Board Self-Assessment (Trustees Pilkey and Doyle)	235
10. Written Notice of Motion	
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10.2 Membership on the Director's Performance Appraisal Committee (Trustees Pilkey and Doyle)	239
11. Adjournment	

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Revised PR696 Kindergarten Registration Procedure

To: Governance and Policy Committee

Date: 12 February, 2020

Report No.: 01-20-3833

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the revised Kindergarten Registration Procedure (PR696), as presented in this report, be received.

Context

The Toronto District School Board acknowledges that the early years of a child's life have a profound and enduring impact on their future learning and development and is committed to the success of children through strengthening early education and care. Engaging families in schools, from their child's birth and before Full-Day Kindergarten, establishes their sense of trust, social connectedness and investment in schools and local community.

Kindergarten Registration recognizes the importance of early learning and family and community partnerships. As children transition to school it is understood that schools must be ready for children, rather than children being ready for school. In consideration of the various transitions children experience in the early years, educators must put children's needs first and be thoughtful in planning and implementing more seamless transitions.

The Kindergarten Procedure initially developed in 2006, has been revised and approved by Executive Council on January 28, 2020. The revised Procedure is aligned with and

supports the implementation of The Early Learning and Care Policy (P022) which was recently revised on February 7, 2018. The Policy and Procedure are consistent with The Kindergarten Program, 2016. The Kindergarten Registration Procedure is provided to the Committee for information. Additional resources are available for the schools [Principal Planning Guide 2020](#) and families [Kindergarten Information Booklet: Come Learn With Us!](#)

Action Plan and Associated Timeline

Subject to the Procedures being received at the Governance and Policy Committee, the revised Procedure will be provided to the Board of Trustees on March 11, 2020 for information.

Resource Implications

No additional resources will be required for implementation of the revised Policy at this time.

Communications Considerations

The Kindergarten Registration Procedure (PR 696) will be communicated through the System Leaders' Bulletin, TDSB Connects and will be posted on the Board's internal and external website.

Board Policy and Procedure Reference(s)

- Early Learning and Care Policy (P022),
- Optional Attendance Policy (P013),
- Student Attendance and Safe Arrival Policy (P085),
- Students without Legal Immigration Status Policy (P061).

Appendices

- Appendix A: Kindergarten Registration Procedure (PR696)-revised clean
- Appendix B: Kindergarten Registration Procedure (PR696)-tracked changes

From

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Toronto District School Board

Operational Procedure PR696

Title: **KINDERGARTEN REGISTRATION**

Adopted: January 13, 2006

Effected: January 13, 2006

Revised: November 30, 2006, October 17, 2007, November 22, 2019, **[New Date]**

Reviewed: October 17, 2007, November 22, 2019, **[New Date]**

Authorization: Executive Council

1.0 RATIONALE

The Kindergarten Registration Procedure (“the Procedure”) supports implementation of the following policies: Early Learning and Care (P022), Optional Attendance (P013), Student Attendance and Safe Arrival (P085), and Students without Legal Immigration Status (P061).

Kindergarten Registration recognizes the importance of early learning and family and community partnerships. As children transition to school it is understood that schools must be ready for children, rather than children being ready for school. In consideration of the various transitions children experience in the early years, educators must put children’s needs first and be thoughtful in planning and implementing more seamless transitions.

2.0 OBJECTIVE

To establish a process for Kindergarten registration to be used in all elementary schools in the Board.

3.0 DEFINITIONS

Before- and After-School Programs refers to programs in schools serving children between the age of 3 years 8 months to 12 years of age before the school day begins, and after it ends, as defined in the *Child Care and Early Years Act*. This includes Extended Day Programs, licensed child care, and authorized recreational and skill building programs.

Board refers to the Toronto District School Board, which is also referred to as “TDSB”.

Child Care refers to licensed early learning and care programs for children from birth to 3.8 years of age.

Kindergarten Registration refers to the processes used by families to enroll a child in school for the first time. This process involves completing all necessary forms including the Student Registration Form as well as the other activities that support children and families with the transition into the school system.

4.0 RESPONSIBILITY

Associate Director, Equity, Well-Being and School Improvement

5.0 APPLICATION AND SCOPE

This Procedure applies to all TDSB staff involved in the Kindergarten registration process.

6.0 PROCEDURES

6.1. Key Principles for The Kindergarten Registration Process:

- All students are to be welcomed
- No student will be refused registration at their local school based on medical, complex and/or special education needs
- Children enter Kindergarten with various needs and abilities. School staff is responsible for working in partnership with parents/guardians and caregivers, consultants and community service providers to support children with special needs in experiencing the smoothest possible transition to school
- Students who require assistance with self-care (e.g., toileting) are eligible to register for Kindergarten
- While attendance in Kindergarten remains optional, it is mandatory to offer the program on a full day basis to every student that has a right to attend
- A child has the right to attend junior kindergarten on September 1 in the calendar year in which the child turns four (4) years old. This means that a child can attend at the minimum age of three (3) years and eight (8) months.
- If at any point during the school year, a parent/guardian chooses to transition their child from part-time to full-time attendance in Kindergarten, the child has the right to attend full-time. Principals and educators work with families to facilitate a child's transition to full-time attendance
- Only parents or legal guardians can register their children for school.

6.2. Admission Eligibility:

Children may register to attend school in September of the year in which they turn four (4) years (Junior Kindergarten) or five (5) years (Senior Kindergarten). Students turning four (4) years old after school has started in September and up to December 31 of that calendar year are eligible to

attend school in that academic year. This means that a child can attend at the minimum age of three (3) years and eight (8) months.

System-level responsibility:

- a) Identification of a common Kindergarten registration period in the first three weeks of February to welcome first time Kindergarten children and families into school. It is understood that children will continue to register after this time.
- b) Publication of the registration period dates in the Board System Planning calendar in September each year.
- c) Notification to the general public of the registration dates beginning in January (e.g. website, social media).
- d) Resources to advertise and plan for Kindergarten registration at schools and in the local community will be available on the website in December (e.g. school banner, poster, etc.)

6.3. School-level responsibility:

- a) Schools will develop a registration strategy by setting up a collaborative Kindergarten Registration and Orientation Team. Possible team membership could include school Principal, kindergarten educators, EarlyON Parent Workers, child care and before-and after-school program staff, Community Support Workers, Settlement Workers, parent volunteers and/or a school council representative. The Kindergarten Registration and Orientation Team will meet well in advance of the registration process to choose dates and times during the first three weeks in February for registration and to develop a communication plan and other strategies to support successful transitions to school (see Appendix A and B).
- b) Online registration will remain open and families can register online beginning the first week of February.
- c) Schools will send out information about registration at least one month in advance of registration ensuring that it is also distributed through local child care centres and community service providers such as libraries, EarlyON Child and Family Centres, doctors' offices, faith centres, etc.
- d) Administrators will ensure all staff, including office administrators and Kindergarten educators, have an understanding of the importance of their respective roles in welcoming new families during registration in the school.
- e) Training on using the Online Registration System (OLR) for office staff and administrators will be made available and advertised on System Bulletin, Direct Line and School Information System (SIS) monthly updates and SIS website.

- f) A welcoming space for families and their children, such as the library, EarlyON Child and Family Centre or private office, should be set up with appropriate materials and resources prior to registration.
- g) Families will have the choice of online or in-person registrations.

Registration should include:

- A personal welcome to the family from the school Principal or Vice-Principal
 - A kiosk established at the office or the EarlyON Child and Family Centre where families may have the option of completing the Online Registration System (OLR) ;
 - Support from school personnel in the completion of the paperwork or support of the OLR;
 - Provision of interpreters as required;
 - The completion of the registration process, i.e. school registration form, attestation form, medical information and other forms as appropriate;
 - The Developmental History Form (see PR512) can be completed at this time (either online or paper version) or could be deferred to a later meeting such as the Orientation or Open House; and
 - Information for parents and children welcoming them to the Toronto District School Board (TDSB) and to the school. This could include: a copy of a “Welcome to Our Class” booklet created by current kindergarten students, the school profile, a recent school newsletter, before-and after-school program and EarlyON resources, information about special education resources, speech pathology services and other supports for students with special needs (see Appendix C), an invitation to subsequent orientation events, strategies to facilitate a successful transition process and information regarding family supports and community resources to support pre-school learning.
- a) Schools will register all students of kindergarten age from their attendance area. Parents/guardians have an option to use an Online Registration application (OLR) or a paper version.
 - b) Special Education Program Recommendation Committee (SEPRC) Process-School Support Team (SST) meet with families and their support personnel, local agencies child cares, and before-and after-school programs as needed to ensure successful transitions for students with special education needs.

- c) Schools will confirm registration of students with the onsite before- and after-school program staff to support their program registration process.

6.4. Best Practices in Transitioning Students into Kindergarten

Transitions should not be seen as a one-time event. Effective transitions involve an ongoing process of planning and collaboration between a number of partners including, children, families, educators, community members, child care, professional organizations and community support groups. Planning for transitions allows schools to be proactive and to help bridge and overcome potential challenges. When working together to develop a plan of action, we can help provide children and families with the knowledge and skills to manage transitions successfully.

School-Wide Strategies:

- a) Compose a team to support transitions throughout Kindergarten.
- b) Communicate important information about the dates and what families need to bring for registration at least one month before kindergarten registration (Kindergarten banner, letters home, posters and partnering with Early Years centers or other organizations).
- c) Provide families with the TDSB Developmental History Form, Kindergarten Registration booklet and Kindergarten FAQ (available online in multiple languages).
- d) Share information with families, encouraging them to utilize free family support programs and family resource centers.
- e) Plan a kindergarten orientation event(s) prior to school entry.
- f) Provide opportunity for families to give suggestions or feedback regarding the Kindergarten entry process

Classroom Focused Strategies:

- a) Attempt to minimize transitions within the classroom.
- b) Build a sense of community and belonging with each Kindergarten space, spend time speaking to and getting to know each student.
- c) Consider the age and attention span of Kindergarten students and minimize the amount of time spent on whole group instruction at the carpet.
- d) Consider a “less is more” approach at the start of the year with regards to learning materials.
- e) Spend time modelling strategies for self-regulation and identify “calmness.”

-
- f) Consider creating a Kindergarten welcome bag including materials used in the classroom and provide ideas to families on how the materials are used
 - g) Offer opportunities for families/caregivers to take part in the program and engage in learning experiences together.
 - h) Be flexible and responsive to children's social/emotional needs.
 - i) Prepare students and families for "first day" experiences (e.g. creating a social story package).
 - j) Where possible, offer opportunities for educators, lunchroom supervisors, school support/prep teachers to meet and engage with students and families.
 - k) Consider one-on-one time for families to go over the TDSB Developmental History Form.
 - l) Provide a welcome letter from each educating team/class.
 - m) Suggest informal times of the year where families and children entering Kindergarten can meet with each other to discuss questions they may have about the program (e.g. meeting at the local park or library).
 - n) Provide families with information on how to become a school volunteer or how to join the school council.
 - o) Include families in the classroom inquiries and ensure there is opportunity for children to involve community members, parents/guardians and other family members.
 - p) Use social media to engage and communicate with families during Kindergarten transition.

6.5. Staggered Entry

The Toronto District School Board recognizes that the first day of Kindergarten is an important milestone for all children and their parents/guardians. Every child has different needs. Often these needs are identified during transition to Kindergarten activities. Some children in Junior Kindergarten (JK) may benefit from a more gradual entry into school and staggering entry into school may create a more positive and nurturing first experience in a Full-Day Kindergarten (FDK) classroom. A plan for staggered entry for children in JK is permitted when the circumstances and plan are approved by the Superintendent of Education (SOE) in advance of any communication with families.

Staggered entry must follow the following principles:

- All children in JK and SK enrolled in FDK Before-and After-School Care (located in the school or community) must start school on the first day.
- All children in SK are expected to begin school on the first day. Parents/guardians must agree to a delayed start to the school year for their child.
- Children will start school on the day they arrive regardless of the plan for staggered entry.
- All JK children must start school by Friday of the first week.

6.6. Connections and Partnerships with Child Cares to Support the Transition to Kindergarten

- a) Provide child care staff with information about where to find information about the school (including the registration process, orientation events, Optional Attendance) and ask them to share this with families in their programs.
- b) Invite child care staff to visit the Kindergarten program to observe and ask whether school staff may visit and observe the child care program.
- c) Invite child care staff to bring children who will be beginning school to visit the Kindergarten program for a tour.
- d) Plan joint activities (e.g., registration, trips, special events).
- e) Request that child care staff share information about children where the TDSB Consent to Share Information Form has been signed to support children's individual needs and effective transitions. Discuss the transfer of records if appropriate and consent has been obtained.
- f) Extend the offer for Kindergarten educators to come to a parent meeting in the child care setting to talk about Kindergarten.

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years.

8. APPENDICES

- Appendix A: Transitions to School: Preparing for Kindergarten Registration
- Appendix B: Transitions to School: Ideas for Orientation
- Appendix C: Entry Plan for Students with Special Education Needs

9. REFERENCE DOCUMENTS

Policies:

- Early Learning and Care Policy (P022)
- Optional Attendance (P013)

Procedures:

- Admission Eligibility Requirements (PR518)
- Kindergarten to Grade 2 – New Student Registration Developmental History Form (PR512)

Legislative Acts and Regulations:

- *Child Care and Early Years Act*

Preparing for Kindergarten Registration

Informing Families about Registration

Guidelines
<ul style="list-style-type: none"> → Display the TDSB Kindergarten Registration banner in front of the school so parents are aware of the timeframe for registration. Students could design a second banner to welcome parents as they come into the school. → Schools with billboards outside of the school can use them to welcome new registrants. → Use the posters provided on the TDSB Principal site to advertise the registration date and requirements in the local community. → Information about the dates of registration and what parents need to bring is communicated through a variety of channels (e.g. letters home, posters in community places such as EarlyON Child and Family Centres, health centres, libraries etc.). Included as appropriate might be information about the Optional Attendance Policy. → Information about registration is sent to agencies who may be involved with supporting children with special education needs.

Kindergarten Registration

The following checklist may be useful for school staff in thinking about practices and preparations to support the Kindergarten registration.

Preparing for Kindergarten Registration	
A variety of staff members are involved in planning the Kindergarten Registration (e.g., administrators, Kindergarten educators, child care staff, EarlyON Parent Worker (if on site), office staff).	
A time is chosen for registration that will meet family needs. Offer registration at staggered times (days, evenings) to encourage as many families as possible to register.	

Prepare a supervised area where children can explore materials that may be found in their future Kindergarten classroom while parents register. Consider using the EarlyON Child and Family Centre, if available, or the library.	
Prepare to have staff and parents available who speak other languages. Perhaps older students could take parents on a tour of the school highlighting available programs (e.g. the EarlyON Child and Family Centre, child care and onsite before-and after-school programs).	
Involve parent council members so they can make connections with new parents, assist in translations if appropriate and /or act as school ambassadors.	
Health care professionals may be part of the registration process. Agencies or community programs may be invited, as appropriate.	
Create and prepare a package for families that may include: <ul style="list-style-type: none"> • Information about the school • Information from agencies or community programs • Resources for children (e.g., read alouds, loose parts, crayons, etc.) 	
Prepare refreshments, as appropriate.	
During the Kindergarten Registration Process	
Parents are welcomed to the school by the principal and staff.	
Kindergarten educators participate in the registration process to meet with parents, where possible.	
At the registration, ensure staff wear name tags so families know who staff members are and their role in the school.	
Children are invited to the registration. Provide a supervised area for children to explore materials while parents register. Educators could use this opportunity to get to know students and families.	
Kindergarten classes may wish to prepare a “ <i>Welcome to Our Class</i> ” booklet with photos showing what happens in the Kindergarten classroom. If a video of the program or classrooms is available, this could be playing at the time of registration.	

Parents receive and complete the Developmental History Form either at the time of registration, at home or with the teacher at a later date.	
<p>Families receive a welcome package of materials. This package may include:</p> <ul style="list-style-type: none"> ○ Information about the school ○ Information from agencies or community programs ○ Resources for children (e.g., read alouds, loose parts, crayons, etc.) 	
Provide refreshments, as appropriate.	

Transitions to School

Kindergarten Orientation
<ul style="list-style-type: none"> → Invite families to attend a Kindergarten Orientation event at the school in the spring to meet the Kindergarten educators and learn more about the Kindergarten program. → Choose a time before the end of the school year for parents and children to come and visit the kindergarten classes. → Invite new families to attend events held at the school during the remainder of the school year (where appropriate). → Consider offering a workshop for families on pertinent topics (e.g., what a day in Kindergarten might look like, how parents can support their child's development and learning at home) before school begins in September. → Consider planning a BBQ or Lemonade Day to welcome new families before the first day of school. → Invite parents/caregivers to join their children in the classroom on the first day of school. → Make a special name tag for children to wear when they visit the school or provide materials and invite them to create their own with their families. → Be reminded that the Kindergarten Orientation event is one way of welcoming families and it should not be the only school plan for supporting transitions into Kindergarten

Appendix C**Entry Plan for Students with Special Needs**

Some students with special education needs which are extremely complex, who are newly registered but not yet attending a TDSB school, may, through a Special Education Program Recommendation Committee (SEPRC) receive a recommendation for placement in a full time special education class upon enrolment. When approaching a TDSB school for registration, parent(s)/guardian(s) are encouraged to share all pertinent information with the school principal about the special educational needs of their child. With parental permission, principal consultation with the School Support Team (SST) will determine whether or not a referral to a Special Education Program Recommendation Committee (SEPRC) is appropriate.

Entry Plan for Students with Special Education Needs	Person Responsible	Timeline
If parents want consideration for immediate special education class placement when their child starts to attend a TDSB school, the child is pre-registered (registration "on paper") in the home school by address, as early as possible in the year prior to the year of school entry. Parents do not have to proceed to SEPRC if they prefer regular class placement.	Home school Parent/Guardian	Up to 9 to 12 months before attendance in school for those students who are entering TDSB in JK/SK. Ongoing and throughout year for all other students
School welcomes family and supports family throughout the pre-registration and with parental permission, the SEPRC process.	Home school	Ongoing
Parent(s)/Guardian(s) provide school with pertinent documentation with consents (as appropriate) to share information and confer with others.	Parent/Guardian	As soon as possible and ongoing
Parent(s)/Guardian(s) are given a copy of the TDSB Guide to Special Education for Parent(s)/Guardian(s) .	Home school	At least 10 days prior to the SEPRC meeting.
The principal confers with the Special Education Consultant and other members of the SST as appropriate. Special Education staff may observe those students who fall within the Low Incidence category of needs (i.e., Developmental Disability, Physical Disability).	Special Education staff Principal	Ongoing after registration occurs
Where it is determined that a SEPRC meeting will proceed by the SST, including the Special Education Consultant, a referral is completed by the home school and submitted to Special Education staff for scheduling.	Home school	Submit complete SEPRC package as soon as possible
SEPRC meeting will be completed prior to school attendance.	Special Education Inclusion Coordinator	Completed prior to school attendance
Where a full time special education class placement is recommended by the SEPRC and agreed to by the parent(s)/guardian(s), a specific Special Education program, with location noted, is offered. A visit to the program is arranged for parent(s)/guardian(s) prior to their signing final permission.	Special Education Coordinator, Home School	Subsequent to SEPRC

Operational Procedure PR696
Kindergarten Registration

Where a full time special education class placement is not recommended or is declined by parent(s)/guardian(s), paper registration is finalized in the home school by address and the child will attend that school. The school-based special education resources will be available to provide support as recommended through a school support team (IST or SST).	Special Education Inclusion Coordinator Home School	Subsequent to offer of placement
A transition planning meeting will occur to address the special needs that a student may have upon school entry, whether or not SEPRC placement is accepted. Parent(s)/Guardian(s) and agency staff as appropriate may be involved.	Receiving School Special Education Staff	After school placement; the meeting will involve school administration, parents, Special Education staff, school staff and agency staff, as appropriate
Transition planning strategies will be developed, as required. An entry process for September will be shared with families, including transportation arrangements. A written action plan is completed and shared with all participants. Follow up meeting(s) are scheduled, as needed.	Principal (or designate)	May-June
Where a full time special education class placement has been accepted by parent(s)/guardian(s), an Identification, Placement and Review Committee (IPRC) will be convened within approximately 6 to 9 months. Students in the kindergarten intensive support programs have IPRCs in the spring of their senior kindergarten year.	Principal (or designate)	6 to 9 months after placement in the program for students in grades 1 and 2 Spring of senior kindergarten

In addition to the above procedures the following also occurs for students who fall within the TDSB “Low Incidence” category of needs (developmental disabilities, physical disabilities) as well as for blind/low vision and deaf/hard of hearing.

Entry Plan for Students with Special Education Needs	Person Responsible	Timeline
Presentations are made annually to outside agencies regarding the entry process for students new to TDSB.	Special Education Staff. Professional Support Services	January
TDSB will send a letter regarding pre-registration to selected preschool programs serving students with special needs.	Special Education Staff	January
Letter will also be distributed through the Early Years Advisory Committee and the Child Care Committee. Principals will be informed.	Early Years Advisory Committee Child Care Committee	January
Preschool programs/agencies forward names of potential students to Special Education Low Incidence Coordinators.	Preschools/Agencies	Upon receipt of TDSB letter
Special Education Low Incidence Coordinators will notify TDSB schools of pending pre-registrations.	Special Education Staff	Upon receipt of information
Please note the following:		
Children who have attained the age of three years and who have a significant hearing loss, may qualify for a special education class placement in our Deaf and Hard of Hearing programs.	Coordinator – Deaf and Hard of Hearing	Ongoing
Children who have an Autism Spectrum Disorder may receive additional transitional support (e.g., Connections for Students).	Central Coordinator – Autism Services	Ongoing

Schools can contact their Special Education Consultant for further information.

Toronto District School Board, Special Education Plan (July, 2019). P. 46-47

APPENDIX B

Toronto District School Board

Operational Procedure ~~PR.696 SCH~~PR696

Title: **KINDERGARTEN REGISTRATION**

Adopted: January 13, 2006

Effectuated: January 13, 2006

Revised: November 30, 2006, October 17, 2007, November 22, 2019, [New Date]

Reviewed: October 17, 2007, November 22, 2019, [New Date]

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1.0 RATIONALE

The Kindergarten Registration Procedure ("the Procedure") supports implementation of the following policies: Early Learning and Care (P022), Optional Attendance (P013), Student Attendance and Safe Arrival (P085), and Students without Legal Immigration Status (P061).

Kindergarten Registration recognizes the importance of early learning and family and community partnerships. As children transition to school it is understood that schools must be ready for children, rather than children being ready for school. In consideration of the various transitions children experience in the early years, educators must put children's needs first and be thoughtful in planning and implementing more seamless transitions.

1.02.0 OBJECTIVE

To establish a ~~procedure~~process for Kindergarten registration to be used in all elementary schools in the Board.

2.03.0 DEFINITIONS

Before- and After-School Programs refers to programs in schools serving children between the age of 3 years 8 months to 12 years of age before the school day begins, and after it ends, as defined in the *Child Care and Early Years Act*. This includes Extended Day Programs, licensed child care, and authorized recreational and skill building programs.

Board refers to the Toronto District School Board, which is also referred to as "TDSB".

APPENDIX B

Child Care refers to licensed early learning and care programs for children from birth to 3.8 years of age.

Kindergarten Registration ~~Registration of children who will be attending~~ refers to the processes used by families to enroll a child in school for the first time in JK or SK, involving. This process involves completing all necessary forms including the Student Registration Form as well as the other activities that support children and families with the transition into the school system.

3.04.0 RESPONSIBILITY

Associate Director, Equity, Well-Being and School Improvement

5.0 APPLICATION AND SCOPE

This Procedure applies to all TDSB staff involved in the Kindergarten registration process.

4.06.0 PROCEDURES

6.1. Key Principles for The ~~registration process involves completing all necessary forms (including the Student~~ **Kindergarten Registration Form** ~~as well as the other activities that~~ **Process:**

- All students are to be welcomed
- No student will be refused registration at their local school based on medical, complex and/or special education needs
- Children enter Kindergarten with various needs and abilities. School staff is responsible for working in partnership with parents/guardians and caregivers, consultants and community service providers to support welcoming children and families with special needs in experiencing the smoothest possible transition into school
- Students who require assistance with self-care (e.g., toileting) are eligible to register for Kindergarten
- While attendance in Kindergarten remains optional, it is mandatory to offer the program on a full day basis to every student that has a right to attend
- A child has the right to attend junior kindergarten on September 1 in the school system calendar year in which the child turns four (4) years old. This means that a child can attend at the minimum age of three (3) years and eight (8) months.
- If at any point during the school year, a parent/guardian chooses to transition their child from part-time to full-time attendance in Kindergarten, the child has the right to attend full-time. Principals and educators work with families to facilitate a child's transition to full-time attendance
- Only parents or legal guardians can register their children for school.

APPENDIX B

6.2. Admission Eligibility:

Children may register to attend school in September of the year in which they turn four (4) years (Junior Kindergarten) or five (5) years (Senior Kindergarten). Students turning four (4) years old after school has started in September and up to December 31 of that calendar year are eligible to attend school in that academic year. This means that a child can attend at the minimum age of three (3) years and eight (8) months.

System-level responsibility:

- a) Identification of a common Kindergarten registration period in the first three weeks of February to welcome first time Kindergarten children and families into school. It is understood that children will continue to register after this time.
- b) Publication of the registration period dates in the Board System Planning calendar in September each year.
- c) Notification to the general public of the registration dates beginning in January ~~through local media and the public web site. Information will also include documentation needed for registration as well as availability of parenting and childcare centres and will be translated in the most frequently used languages (e.g. website, social media).~~
- d) ~~Provision through the Communications and Public Affairs department of mandatory Resources to advertise and plan for Kindergarten registration including an external school banner, flyers and signage for posting at schools and distribution in the local community, will be available on the website in December (e.g. school banner, poster, etc.)~~
- ~~(a) Provision through the Communications and Public Affairs department of optional resources to support Kindergarten registration such as school specific brochures and postcards, and continued direct support for targeted schools with declining enrolment.~~
- ~~(b) Delivery of an annual workshop to new administrators to introduce the Kindergarten registration procedure and to provide an overview of early years initiatives through the Early Years Department.~~
- ~~(c) Review of the Kindergarten Registration Procedure and timelines every fall by Superintendents of Education at Family of Schools meetings, and provision of time to discuss best practices to ensure the most welcoming approaches are shared.~~
- ~~(d) Ongoing support to schools from the Early Years staff team.~~

6.1.6.3. School-level responsibility:

- ~~(a) Schools will develop a registration strategy by setting up a collaborative Kindergarten Registration and Orientation Team (see Appendix B).~~ Possible

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team membership could include school ~~administration~~Principal, kindergarten ~~teachers, early years literacy specialists~~educators, EarlyON Parent Workers, ~~child care and before-and after-school program staff, Community Support Workers, Settlement Workers, parent workers, childcare staff, settlement workers, parent volunteers~~volunteers and/or a school council representative ~~and possible representation from outside agencies that work with children ages 0 to 6 in the school community.~~

- a) The Kindergarten Registration and Orientation Team will meet well in advance of the registration process to choose dates and times during the first three weeks in February for registration and to develop a communication plan and other strategies to support successful transitions to school (see Appendix ~~CA~~ and ~~D-B~~).
- b) Online registration will remain open and families can register online beginning the first week of February.
- b)c) Schools will send out information about registration at least one month in advance of registration ensuring that it is also distributed through local ~~childcare~~child care centres, ~~parenting programs~~ and community service providers such as libraries, ~~Ontario Early Years~~EarlyON Child and Family Centres, doctors' offices, faith centres, etc.
- e)d) Administrators ~~shall~~will ensure all staff, including office administrators, ~~teachers~~ and ~~educational assistants~~Kindergarten educators, have an understanding of the importance of their respective roles in welcoming new families during registration in the school.
- e) Training on using the Online Registration System (OLR) for office staff and administrators will be made available and advertised on System Bulletin, Direct Line and School Information System (SIS) monthly updates and SIS website.
- e)f) A welcoming space for ~~parents/guardians~~families and their children, such as the library, ~~parenting~~EarlyON Child and Family Centre or private office, should be set up with appropriate materials and resources prior to registration.

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g) Families will have the choice of online or in-person registrations.

Registration should include:

- A personal welcome to the ~~parent/guardian and child/family~~ from the school ~~administrator~~Principal or ~~designate~~Vice-Principal
- A kiosk established at the office or the EarlyON Child and Family Centre where families may have the option of completing the Online Registration System (OLR) :
- Support from school personnel in the completion of the paperwork or support of the OLR;
- Provision of interpreters as required;
- The completion of the registration process, i.e. school registration form, attestation form, medical information and other forms as appropriate;
- The Developmental History Form (see PR512) can be completed at this time (either online or paper version) or could be deferred to a later meeting such as the Orientation or Open House; and
- Information for parents and children welcoming them to the Toronto District School Board (TDSB) and to the school (~~see Appendix E~~). This could include: a copy of a "Welcome to Kindergarten, Getting Ready for Kindergarten Our Class" booklet created by current kindergarten students, the school profile, a recent school newsletter, ~~child care before-~~ and parenting options after-school program and EarlyON resources, information about special education resources, speech pathology services and other supports for students with special needs*, (see Appendix C), an invitation to subsequent orientation events, strategies to facilitate a successful transition process and information regarding ~~parenting/family~~ supports and community resources to support pre-school learning.

~~* See Appendix F, Entry Plan for Students With Special Needs~~

- a) Schools ~~shall~~will register all students of kindergarten age from their attendance area. Parents/guardians have an option to use an Online Registration application (OLR) or a paper version.
- b) ~~The Special Education Program Recommendation Committee (SEPRC) Process-~~ School Support Team ~~will~~ (SST) meet with families and their support personnel, local agencies ~~and child cares~~, and before-and after-school programs as needed to ensure successful transitions for students with special education needs.

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- ~~(b) Schools will endeavour, when possible, to honour requested morning or afternoon class placement dependent on an equitable balance of genders, birth dates, special needs, and availability of child care in the group of students.~~
- ~~(c) Confirmation of a morning or afternoon placement will be communicated to parents before the end of June. In cases in which parents' requests are unable to be honoured, an explanation should be provided.~~
- c) Schools will confirm registration of students with the onsite before- and after-school program staff to support their program registration process.

6.4. Best Practices in Transitioning Students into Kindergarten

Transitions should not be seen as a one-time event. Effective transitions involve an ongoing process of planning and collaboration between a number of partners including, children, families, educators, community members, child care, professional organizations and community support groups. Planning for transitions allows schools to be proactive and to help bridge and overcome potential challenges. When working together to develop a plan of action, we can help provide children and families with the knowledge and skills to manage transitions successfully.

School-Wide Strategies:

- a) Compose a team to support transitions throughout Kindergarten.
- b) Communicate important information about the dates and what families need to bring for registration at least one month before kindergarten registration (Kindergarten banner, letters home, posters and partnering with Early Years centers or other organizations).
- c) Provide families with the TDSB Developmental History Form, Kindergarten Registration booklet and Kindergarten FAQ (available online in multiple languages).
- d) Share information with families, encouraging them to utilize free family support programs and family resource centers.
- e) Plan a kindergarten orientation event(s) prior to school entry.
- f) Provide opportunity for families to give suggestions or feedback regarding the Kindergarten entry process

Classroom Focused Strategies:

- a) Attempt to minimize transitions within the classroom.
- b) Build a sense of community and belonging with each Kindergarten space, spend time speaking to and getting to know each student.
- c) Consider the age and attention span of Kindergarten students and minimize the amount of time spent on whole group instruction at the carpet.

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- d) Consider a “less is more” approach at the start of the year with regards to learning materials.
- e) Spend time modelling strategies for self-regulation and identify “calmness.”
- f) Consider creating a Kindergarten welcome bag including materials used in the classroom and provide ideas to families on how the materials are used
- g) Offer opportunities for families/caregivers to take part in the program and engage in learning experiences together.
- h) Be flexible and responsive to children's social/emotional needs.
- i) Prepare students and families for “first day” experiences (e.g. creating a social story package).
- j) Where possible, offer opportunities for educators, lunchroom supervisors, school support/prep teachers to meet and engage with students and families.
- k) Consider one-on-one time for families to go over the TDSB Developmental History Form.
- l) Provide a welcome letter from each educating team/class.
- m) Suggest informal times of the year where families and children entering Kindergarten can meet with each other to discuss questions they may have about the program (e.g. meeting at the local park or library).
- n) Provide families with information on how to become a school volunteer or how to join the school council.
- o) Include families in the classroom inquiries and ensure there is opportunity for children to involve community members, parents/guardians and other family members.
- p) Use social media to engage and communicate with families during Kindergarten transition.

6.5. **Staggered Entry**

The Toronto District School Board recognizes that the first day of Kindergarten is an important milestone for all children and their parents/guardians. Every child has different needs. Often these needs are identified during transition to Kindergarten activities. Some children in Junior Kindergarten (JK) may benefit from a more gradual entry into school and staggering entry into school may create a more positive and nurturing first experience in a Full-Day Kindergarten (FDK) classroom. A plan for staggered entry for children in JK is permitted when the circumstances and plan are approved by the Superintendent of Education (SOE) in advance of any communication with families.

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Staggered entry must follow the following principles:

- All children in JK and SK enrolled in FDK Before-and After-School Care (located in the school or community) must start school on the first day.
- All children in SK are expected to begin school on the first day. Parents/guardians must agree to a delayed start to the school year for their child.
- Children will start school on the day they arrive regardless of the plan for staggered entry.
- All JK children must start school by Friday of the first week.

6.6. Connections and Partnerships with Child Cares to Support the Transition to Kindergarten

- a) Provide child care staff with information about where to find information about the school (including the registration process, orientation events, Optional Attendance) and ask them to share this with families in their programs.
- b) Invite child care staff to visit the Kindergarten program to observe and ask whether school staff may visit and observe the child care program.
- c) Invite child care staff to bring children who will be beginning school to visit the Kindergarten program for a tour.
- d) Plan joint activities (e.g., registration, trips, special events).
- e) Request that child care staff share information about children where the TDSB Consent to Share Information Form has been signed to support children's individual needs and effective transitions. Discuss the transfer of records if appropriate and consent has been obtained.
- f) Extend the offer for Kindergarten educators to come to a parent meeting in the child care setting to talk about Kindergarten.

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years.

7.8. APPENDICES

- Appendix A: ~~-Transitions to School: Ideas~~Preparing for Kindergarten
Registration and Orientation
- Appendix B: ~~-Creating a Kindergarten Package to Support the Transition to School~~
- ~~Appendix C: A Checklist for Transitions to School: Ideas for Orientation~~
- Appendix D: ~~Resources to Support the Transition to School~~
- ~~Appendix E: Principal's Checklist for Kindergarten Registration~~
- ~~Appendix F: C:~~ Entry Plan for Students with Special Education Needs

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8.9. REFERENCE DOCUMENTS

Policies:

- Early Learning and Care Policy P.059: Early Years(P022)
- Policy P.013: Optional Attendance (P013)

Operational Procedure PR.518 SCH: Procedures:

- Admission Eligibility Requirements (PR518)
- ~~Kindergarten to Grade 2 – New Student Registration Developmental History Form (PR512)~~

Legislative Acts and Regulations:

- *Child Care and Early Years Act*

Preparing for Kindergarten Registration

Informing ~~Parents~~Families about Registration

Display the TDSB Kindergarten Registration banner in front of the school so parents are aware of the time frame for registration. ~~The children could design a second banner to welcome parents as they come into the school. Schools with billboards outside of the school can also use them to welcome new registrants.~~

Guidelines

- Display the TDSB Kindergarten Registration banner in front of the school so parents are aware of the timeframe for registration. Students could design a second banner to welcome parents as they come into the school.
- Schools with billboards outside of the school can use them to welcome new registrants.
- Use the posters provided on the TDSB Principal site to advertise the registration date and requirements in the local community.
- Information about the dates of registration and what parents need to bring is communicated through a variety of channels (e.g. letters home, posters in community places such as EarlyON Child and Family Centres, health centres, libraries etc.). Included as appropriate might be information about the Optional Attendance Policy.
- Information about registration is sent to agencies who may be involved with supporting children with special education needs.

- ~~Kindergarten Registration Use the posters provided on the TDSB Early Years site to advertise the registration date and requirements in the local community.~~
- ~~Let parents know what to bring to register.~~
- ~~Advertise Kindergarten registration information including required documents in as many public and community locations as possible (e.g. libraries, doctor's offices, community centres, and local grocery stores).~~

Registration

- ~~Offer registration at staggered times (days, evenings) to encourage as many families as possible to register.~~

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- ~~Registration could take place by having parents make appointments ahead of time, during parent interview time, on days when teachers have been released to talk to parents about the Kindergarten program.~~
- ~~At the registration, ensure staff wear name tags so parents know who staff members are and their role in the school.~~
- ~~Provide release for staff, especially the Kindergarten teachers, to participate in the registration process.~~
- ~~Involve parent council members so they can make connections with new parents, assist in translations if appropriate and/or act as school ambassadors.~~
- ~~During registration, have staff and parents available who speak other languages. Perhaps older students could take parents on a tour of the school highlighting available programs (e.g. the parenting centre, and child care).~~
- ~~Create displays of photos of Kindergarten children engaged in activities or display kindergarten art. If a video of the program or classrooms is available, this could be playing at the time.~~
- ~~Provide a supervised area for children to use materials while parents register. Teachers could use this opportunity to observe the children while they are engaged in an activity.~~
- ~~Create a package for parents including: Welcome to Kindergarten, Getting Ready for Kindergarten, school routines and times, the Vision brochure (parent section on the TDSB external site) tips for supporting the transition to school (these can be found in the FAQ about Kindergarten on the TDSB site) and literature from school based programs such as child care and parenting as well as community resources.~~
- ~~Provide something for the children to take home (e.g. something they have made if materials were available, a magnet or pencil with the school name and phone number, a package with crayons, a book, magnetic letters, or playdough).~~
- ~~Provide refreshments as appropriate.~~

Orientation

- ~~Choose a time before the end of school for parents and children to come and visit the kindergarten classes. There could be a scheduled time (e.g. during activity time or outdoor play).~~

~~If there is not an orientation before the end of June, invite parents/caregivers to come with their children on the first day. Parents and children can join in activities together. Include refreshments for all. As an alternative, perhaps there could be a lemonade day before school actually begins.~~

- ~~Make a special button or name card for new children to wear when they visit the school.~~
- ~~Meet with parents at registration, or before school begins during staggered entry to gather information for the Developmental History Form.~~

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- ~~Consider offering a workshop for parents on pertinent topics (e.g. the school system, what a K day might look like, how parents can support their child's development and learning) before school begins.~~
- ~~Invite other community resources to be involved in an orientation day (e.g. Ontario Early Years Centres, Toronto Public Health, the public library, Children's Mental Health Centres).~~

Creating a Kindergarten Package to Support the Transition to School

The Learning Partnership sponsors the Kindergarten Welcome Bag project. Information about this project is available on the web site: www.thelearningpartnership.ca. The program includes a teacher training session, an orientation event for families, and one bag for each JK student. The cost of the program is \$25.00 per student. The bag includes the following items:

- magnetic letters and numbers;
- concept and story books;
- thick crayons and pencil, glue stick, round end scissors;
- a scribbler and coloured construction paper;
- parent information pamphlet, *Help Your Child Get Ready for School* (translated copies); and
- templates of upper and lower case letters and numbers 1 to 10.

As an alternative to the Kindergarten Welcome Bag project, schools could consider creating their own bags based on the needs of their particular community. Possible items for consideration in a clear plastic bag or school bag might be:

- TDSB Welcome to Kindergarten booklet (including translations);
- TDSB Getting Ready for Kindergarten pamphlet;
- ~~Toronto~~ Public Library information (e.g. how to sign up a library card);
- relevant community information (e.g. summer programs, parks and recreation information programs, Ontario Early Years Centre programs);
- Playdough recipe (written simply with pictures for parents and child to follow); a small container of play dough could be included;
- crayons or markers;
- a story book and a book which would relate to mathematics;
- an alphabet strip or number line (these could be made at school and laminated);
- blank paper or construction paper;
- something from the school (e.g. a magnet with school phone number, a book mark, a pencil with the school name/phone number, a school made button with the address and phone number);
- a set of models (available from a dollar store) (e.g. farm, zoo, sea creatures with suggestions for sorting, counting activities);
- a concentration or number game (made with stickers and cards);
- magnetic letters and numbers;
- an invitation for an open house visit before school starts;
- ideas from Frequently Asked Questions about Kindergarten is available at www.tdsb.on.ca/programs/kindergarten;
- a letter to parents highlighting the importance of their role in children's learning and how they might use the materials at home.

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A Checklist for Transitions to School

The following checklist may be useful for school staff in thinking about practices and preparations to support the transition to Kindergarten and connecting families to schools registration.

<u>Some Strategies for Preparing Children and Families for the Transition to School</u> <u>Preparing for Kindergarten Registration</u>	
A variety of staff members are involved in planning the <u>transition to school</u> Kindergarten Registration (e.g., administrators, Kindergarten teachers/educators, child care staff, <u>parenting centre staff</u> EarlyON Parent Worker (if on site), <u>administrative assistants</u> office staff).	
A time is chosen for registration that will meet family needs. Offer registration at staggered times (days, evenings) to encourage as many families as possible to register.	
Prepare a supervised area where children can explore materials that may be found in their future Kindergarten classroom while parents register. Consider using the EarlyON Child and Family Centre, if available, or the library.	
Prepare to have staff and parents available who speak other languages. Perhaps older students could take parents on a tour of the school highlighting available programs (e.g. Information about the dates of registration and what parents need to bring is communicated through a variety of channels (e.g. letters home, posters in community places such as Early Years centres, health centres, Libraries etc., banners displayed at the front of the school). Included as appropriate might be information about Optional Attendance Policy the EarlyON Child and Family Centre, child care and onsite before-and after-school programs).	
Involve parent council members so they can make connections with new parents, assist in translations if appropriate and /or act as school ambassadors. A time is chosen for registration that will meet family needs (e.g. parents may make an appointment, there may be a late afternoon or evening opportunity).	
Health care professionals may be part of the registration process. Agencies or community programs may be invited, as appropriate.	

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<p><u>Create and prepare a package for families that may include:</u></p> <ul style="list-style-type: none"> • <u>Information about registration is sent to the school</u> • <u>Information from agencies who may be sending or community programs</u> • <u>Resources for children with special needs (e.g., read alouds, loose parts, crayons, etc.)</u> 	
<p><u>Prepare refreshments, as appropriate.</u></p>	
<p><u>During the Kindergarten Registration Process</u></p>	
<p>Parents are welcomed to the school by the principal and staff.</p>	
<p>Teachers Kindergarten educators participate in the registration process to meet with parents, <u>where possible.</u></p>	
<p><u>At the registration, ensure staff wear name tags so families know who staff members are and their role in the school.</u></p>	
<p>Children are invited to the registration. There is <u>Provide a comfortable, aesthetically pleasing supervised area to wait. There may be activities available for children similar to explore materials while parents register. Educators could use this opportunity to those available in the Kindergarten program get to know students and families.</u></p>	
<p>Kindergarten classes <u>may wish to</u> prepare a “<u>Welcome to Our Class</u>” booklet with photos showing what happens in the <u>Kindergarten</u> classroom. <u>If a video of the program or classrooms is available, this could be playing at the time of registration.</u></p>	
<p>Parents receive and complete the Developmental History Form either at <u>the time of</u> registration, at home or with the teacher at a later time <u>date.</u></p>	
<p>Teachers meet with parents about the Developmental History Form before the next reporting period.</p>	

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<p>Parents and children-Families receive a welcome package of materials. This package might contain a welcome from the Kindergarten children enrolled now, a child's book, materials for drawing and modeling, may include:</p> <ul style="list-style-type: none"> o Information about the school routines. o Information from agencies or community programs o Resources for children (e.g., read alouds, loose parts, crayons, etc.) 	
<p>A meeting for parents is held in the spring to talk about expectations for Kindergarten and how they can support their children at home. Provide refreshments, as appropriate.</p>	
<p>Parents are invited to visit the school for a classroom tour with their children before the child starts school. Older students who speak the language of the child and family may help by taking families on a tour of the school.</p>	
<p>There is family event held in August before school starts at the beginning of September (e.g. a BBQ, a lemonade day to welcome families).</p>	
<p>Each child receives a personal letter or phone call from the teacher before starting. This might include highlighting some things that will be happening in the Kindergarten.</p>	
<p>Teachers meet to plan the placement and may include conversations with child care staff about parent preferences and group and individual needs. Note: Parents need to complete the TDSB Information Sharing Consent Form. Parenting workers may also be included in the conversation.</p>	
<p>Transition planning conferences are held for those children with special needs.</p>	
<p>Parents of children with special needs are invited in to share how to operate any assistive devices.</p>	
<p>Plans are developed with parents for those children who are very fearful about coming to Kindergarten.</p>	
<p>Parents are given information about and encouraged to visit a TDSB Parenting and Family Literacy Centre, an Ontario Early Years Centre, or a Family Resource program in the area.</p>	
<p>Information is provided about local summer programs.</p>	
<p>Entry is staggered according to TDSB guidelines.</p>	

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Appendix B

Transitions to School

The following checklist may be useful for ~~child care~~ staff in thinking about practices and preparations to support the transition to Kindergarten and connect families to schools.

Some Strategies for Child Care staff (on and off school sites)	<u>Yes</u>
<u>Sending Children to Kindergarten</u>	
We...	
share information about our programs.	
work with the school to plan for effective transitions.	
visit Kindergarten programs to observe and invite school staff to observe the child care program.	
<u>Kindergarten Orientation</u>	
plan joint activities (e.g. registration, trips, special events).	
assist with Kindergarten registration as appropriate.	
share information about children where the TDSB <i>Consent to Share Information Form</i> has been signed (e.g. a.m. or p.m. placement, separation of children, needs for naps).	
<p>→ provide formal and informal times Invite families to talk to children about attend a Kindergarten (e.g. during group time, while taking a walk around the school in the spring to meet the Kindergarten educators and learn more about the Kindergarten program.</p> <p>→ <u>Choose a time before the end of</u> when the school year for parents and children to come and visit the kindergarten classes.</p> <p>→ Invite new families to attend events held at the school during the remainder of the school year (where appropriate).</p> <p>→ Consider offering a workshop for families on pertinent topics (e.g., what a day in Kindergarten might look like, how parents can support their child's development and learning at home) before school begins in September.</p> <p>→ Consider planning a BBQ or Lemonade Day to welcome new families before the first day of school.</p> <p>→ Invite parents/caregivers to join their children in the classroom on the first day of school.</p>	

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<p>→ <u>Make a special seem apprehensive name tag for children to wear when they visit the school or provide materials and invite them to create their own with their families.</u></p> <p>→ <u>Be reminded that the Kindergarten Orientation event is one way of welcoming families and it should not be the only school plan for supporting transitions into Kindergarten</u></p>	
<p>Strategies for Child Care Staff in Creating a Learning Environment that Supports the Transition to School We...</p>	
<p>Provide a range of developmentally appropriate activities for children.</p>	
<p>Provide activities that support the development of the whole child (physical, social, emotional and cognitive).</p>	
<p>Provide a learning environment that provides for hands-on exploration of learning materials and interaction with adults and others.</p>	
<p>Allow children to make choices of activities within a range of choices.</p>	
<p>Discuss routines, rules and the daily schedule so children feel comfortable and confident.</p>	
<p>Provide a range of activities that support children developing oral language skills (e.g. modeling and scaffolding language for them, teaching rhymes and chants, providing concrete experiences).</p>	
<p>Engage children in learning strategies to solve problems.</p>	
<p>Engage children in the inquiry process.</p>	
<p>Read to children from a range of books daily.</p>	
<p>Make the connection between spoken and written language.</p>	
<p>Encourage children to do self-help tasks independently (e.g. dressing, washing hands, tidying up).</p>	
<p>Discuss feelings and support children naming feelings and provide opportunities for expressing feelings (e.g. through dramatic play, problem-solving situations).</p>	
<p>Provide opportunities for children to learn about mathematics through hands-on exploration of materials.</p>	
<p>Provide opportunities for children to play games related to math and to hear math stories.</p>	
<p>Strategies for Involving Child Care Parents in the Transition Process We...</p>	
<p>provide information about the school the child will be attending.</p>	
<p>provide information about the school's registration process.</p>	
<p>invite Kindergarten staff to come to a parent meeting in the child care setting to talk about Kindergarten.</p>	
<p>discuss Optional Attendance Policy with parents.</p>	
<p>discuss the changes that may take place for children (e.g. lower ratio adults to children in the school setting, availability of services).</p>	
<p>discuss the transfer of records and obtain consent to share information where appropriate.</p>	

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encourage parents to attend orientation events at the school.	
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Resources to Support the Transition to School

TDSB Resources

- ~~Child care: information Sharing and Confidentiality Agreement (PR.692) provides a process for sharing information with child care centres while maintaining confidentiality.~~
~~<http://www.tdsb.on.ca/pandp/ppdocs/docs/r/pr692.pdf>~~
- ~~Child Care: Information Sharing Consent Form (692A) is used for the ongoing and informal sharing of information with child care centres.~~
~~<http://tdsbweb/pandp/ppdocs/docs/f/692a.pdf>~~
- ~~The Developmental History form (512A), with translated parent letters (512-B-M) is available at <http://tdsbweb/pandp/ppdocs/docs/f/512a.pdf>. Copies may be ordered from curriculumdocs@tdsb.on.ca~~
- ~~Kindergarten Expectations: What You Can Do At Home (a video with accompanying translated booklet) may be ordered from curriculumdocs@tdsb.on.ca (if additional copies are required).~~
- ~~Optional Attendance policy (P.013) provides a process for a school to accept children living outside the school's attendance area. It also outlines the automatic acceptance of children attending the school-based child care centre as they are considered in-district students as long as they remain in the child care program.~~
~~<http://tdsbweb/pandp/ppdocs/docs/p/p013%20sch.pdf>~~
- ~~Registration support materials, e.g. letterhead, internal signage, Power Point presentation, are available through Communications and Public Affairs communications@tdsb.on.ca~~

Other Resources

- ~~A *Newcomers Guide to Canada* available at www.settlement.org/edguide has suggestions for parents about registering and preparing for school.~~
- ~~*Learning Through Play From Three to Six Years* (a calendar with pictures and words) is available from Hincks Dellerest Centre. Phone: 416-633-0515, ext. 162. Calendars are \$1.30 each.~~
- ~~*Reach Out With Words* (a calendar with pictures and words) is available from Toronto Preschool Speech and Language Services. Phone: 416-338-8574. The calendar is available in quantities from one to a maximum of 125 for a cost of 72 cents each. On-line orders can be placed at www.tpsls.on.ca~~

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- ~~*Talking Matters* (describes characteristics of speech according to age and includes what parents can do to help) is available from Toronto Preschool Speech and Language Services. This is available in some languages. There is a maximum of 100 per school with no cost. Phone: 416 338 8574. Online orders can be placed at www.tpsls.on.ca~~
- ~~*A Healthy Start to School* (has some useful tips for a healthy start to school, i.e. nutrition, physical activity, safety, etc.) is available from the City of Toronto, Living in Toronto web site. Contact: Liza Lai, School Age Health Promotion Coordinator, 416 338 7426. Information can be downloaded from www.toronto.ca/health/a_healthy_start_to_school/index.htm. Copies will be sent to schools in January.~~
- ~~Planning Entry to School, from the Ministry of Education, contains a planning calendar with practical examples from across the province. The publication is also available at www.edu.gov.on.ca~~

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~~Appendix D~~

Principal's Checklist for Kindergarten Registration

Appendix C

Entry Plan for Students with Special Needs

Some students with special education needs which are extremely complex, who are newly registered but not yet attending a TDSB school, may, through a Special Education Program Recommendation Committee (SEPRC) receive a recommendation for placement in a full time special education class upon enrolment. When approaching a TDSB school for registration, parent(s)/guardian(s) are encouraged to share all pertinent information with the school principal about the special educational needs of their child. With parental permission, principal consultation with the School Support Team (SST) will determine whether or not a referral to a Special Education Program Recommendation Committee (SEPRC) is appropriate.

<u>Entry Plan for Students with Special Education Needs</u>		<u>To-Do Person Responsible</u>	<u>Timeline</u>	<u>Responsibility</u>	<u>Completed</u>
1	<p>Meet with O.A. and Early Years Staff team to discuss Kindergarten Registration:</p> <ul style="list-style-type: none"> Process Roles and Responsibilities Space Requirements <p>Note: Early Years staff team may include Kindergarten teachers, Child Care staff and Parenting staff (if applicable)</p>	November			
2	Confirm dates for February Kindergarten Registration	November			
3	Meet with School Council to discuss their participation in the Kindergarten Registration process (could be an agenda item at Dec. Parent Council	December			

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	meeting)				
4	Make decisions about material available to parents at registration (i.e. Welcome to Kindergarten booklet, TDSB materials, Public Health materials and other agency and/or child care materials) If parents want consideration for immediate special education class placement when their child starts to attend a TDSB school, the child is pre-registered (registration "on paper") in the home school by address, as early as possible in the year prior to the year of school entry. Parents do not have to proceed to SEPRC if they prefer regular class placement.	Home school Parent/Guardian December/ January	Up to 9 to 12 months before attendance in school for those students who are entering TDSB in JK/SK. Ongoing and throughout year for all other students		
5	Purchase supplies for registering students as required	December/ January			
6	Receive copies of Board materials and Public Health materials to distribute to registering parents	January			
7	Put notice of registration dates in school newsletter and other places in the community as required School welcomes family and supports family throughout the pre-registration and with parental permission, the SEPRC process.	Home school December/ January	Ongoing		
8	Send home letter for parents to indicate their intent to register a new student and request an appointment (if this is school practice) Parent(s)/Guardian(s) provide school with pertinent documentation with consents (as appropriate) to share information and confer with others.	Parent/Guardian January	As soon as possible and ongoing		

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9	Communicate with area child cares regarding enrolment of kindergarten-aged children to ascertain potential numbers Parent(s)/Guardian(s) are given a copy of the TDSB Guide to Special Education for Parent(s)/Guardian(s).	<u>Home school</u> January	<u>At least 10 days prior to the SEPRC meeting.</u>	
10 1	Communicate The principal confers with the Special Education Consultant about registering and other members of kindergarten children with special the SST as appropriate. Special Education staff may observe those students who fall within the Low Incidence category of needs (i.e., Developmental Disability, Physical Disability).	January Special Education staff <u>Principal</u>	<u>Ongoing after registration occurs</u>	
11 1	Arrange for School Council parents, present JK parents, volunteers and/or students to act as hosts for registration Where it is determined that a SEPRC meeting will proceed by the SST, including the Special Education Consultant, a referral is completed by the home school and submitted to Special Education staff for scheduling.	<u>Home school</u> January	<u>Submit complete SEPRC package as soon as possible</u>	
12 2	Arrange to display TDSB SEPRC meeting will be completed prior to school attendance. Kindergarten Registration Banner	January Special Education <u>Inclusion Coordinator</u>	<u>Completed prior to school attendance</u>	
13 3	Arrange for translators as required Where a full time special education class placement is recommended by the SEPRC and agreed to by the parent(s)/guardian(s), a specific Special Education program, with location noted, is offered. A visit to the program is arranged for parent(s)/guardian(s) prior to their signing final permission.	2-3 weeks ahead of time Special Education <u>Coordinator, Home School</u>	<u>Subsequent to SEPRC</u>	

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1 4	Send home confirmation of registration appointment (if school practice) Where a full time special education class placement is not recommended or is declined by parent(s)/guardian(s), paper registration is finalized in the home school by address and the child will attend that school. The school-based special education resources will be available to provide support as recommended through a school support team (IST or SST).	<u>Special Education Inclusion Coordinator Home School</u>	<u>2-3 weeks ahead</u> <u>Subsequent to offer of time placement</u>		
1 5	Arrange for parent volunteers to take photos (if appropriate) Purchase film and batteries as required Arrange for photo consent forms (if applicable) <u>A transition planning meeting will occur to address the special needs that a student may have upon school entry, whether or not SEPRC placement is accepted. Parent(s)/Guardian(s) and agency staff as appropriate may be involved.</u>	<u>2-3 weeks ahead of time</u> <u>Receiving School Special Education Staff</u>	<u>After school placement: the meeting will involve school administration, parents, Special Education staff, school staff and agency staff, as appropriate</u>		
1 6	Arrange for someone to purchase refreshments	<u>1 week ahead</u>			
1 7	Copy: <ul style="list-style-type: none">registration formsDevelopmental History FormsPhoto Consent forms (if applicable)	<u>1 week ahead</u>			
1 8	Discuss and arrange registration area set up and furniture/equipment needs with Caretaker, O.A. and Early Years Staff team <u>Transition planning strategies will be developed, as required. An entry process for September will be shared with families, including transportation arrangements. A written action plan is completed and shared with all participants. Follow up meeting(s) are scheduled, as needed.</u>	<u>1 week ahead</u> <u>Principal (or designate)</u>	<u>May-June</u>		

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1 9	Arrange for supply teacher coverage for the JK teacher(s)	1 week ahead		
2 0	Arrange for office coverage to ensure that there is someone in the office while OA is registering Where a full time special education class placement has been accepted by parent(s)/guardian(s), an Identification, Placement and Review Committee (IPRC) will be convened within approximately 6 to 9 months. Students in the kindergarten intensive support programs have IPRCs in the spring of their senior kindergarten year.	Principal (or designate)	1 week ahead	6 to 9 months after placement in the program for students in grades 1 and 2 Spring of senior kindergarten
2 1	Display welcome signs and directions to registration area	day before		
2 2	Double check everything is ready	day before		

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Entry Plan for Students With Special Needs

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In addition to the above procedures the following also occurs for students who fall within the TDSB “Low Incidence” category of needs (developmental disabilities, physical disabilities) as well as for blind/low vision and deaf/hard of hearing.

Entry Plan for Students with Special <u>Education</u> Needs	Person Responsible	Timeline
<u>Presentations are made annually to outside agencies regarding the entry process for students new to TDSB.</u>	<u>Special Education Staff</u> <u>Professional Support Services</u>	<u>January</u>
<u>TDSB will send a letter regarding pre-registration to selected preschool programs serving students with special needs.</u>	<u>Special Education Staff</u>	<u>January</u>
<u>Letter will also be distributed through the Early Years Advisory Committee and the Child Care Committee. Principals will be informed.</u>	<u>Early Years Advisory Committee</u> <u>Child Care Committee</u>	<u>January</u>
<u>Preschool programs/agencies forward names of potential students to Special Education Low Incidence Coordinators.</u>	<u>Preschools/Agencies</u>	<u>Upon receipt of TDSB letter</u>
<p>Some students may need additional supports in place immediately upon arrival in their home school JK program or may need specialized placement. Those students may require a Case Conference/IPRC and proceed through the following procedure:</p> <p>*Children must register (paper registration) in home school by address as early as possible in the year prior to the year of school entry</p> <p>*School welcomes family and supports family throughout the registration and case conference process</p> <p>*Parents provide school with pertinent documentation and/or signed consents to confer with others</p> <p>*Parents are given TDSB Parents’ Guide to Special Education</p>	<p>*Home school *Parent/Guardian</p> <p>*Home school</p>	<p>*Up to 9 to 12 months before attendance in school for those students who are entering TDSB in JK/SK *Ongoing and throughout year for all other students</p> <p>*Ongoing</p> <p>*As soon as possible/ongoing</p>

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<p>*Once registration in TDSB occurs, the Principal will contact their Family of School Consultant. Special Education staff may visit those students who fall within the Low Incidence spectrum (i.e. Developmental Delay, Physical Disability)</p> <p>*Case conference/IPRC package is completed by home school and submitted to Special Education staff for scheduling</p> <p>*Case conference/IPRC may be completed prior to school attendance</p> <p>*Where a Special Education class has been recommended by the Case Conference/IPRC, and agreed to by the parents, a specific Special Education program and location is offered. Some students may not be recommended and will attend their home school kindergarten program.</p> <p>*Parents are offered a visit to the program prior to signing final permission</p> <p>THE FOLLOWING SUPPORT IS IN ADDITION TO THE ABOVE PROCEDURE:</p> <p>The following also occurs for students who fall within the Low Incidence spectrum (i.e. Developmental Delay, Physical Disability):</p> <p>*Presentations may be made in the Fall (prior to JK entry) to outside agencies regarding the entry process for students new to TDSB</p> <p>*TDSB will send a letter regarding registration to selected preschool programs serving students with special needs in the Fall</p> <p>*Letter will also be distributed through the Early Years Steering</p>	<p>*Parents/Guardians</p> <p>*Home school</p> <p>*Special Education Staff</p> <p>*Principal</p> <p>*Home school</p> <p>*Special Education Coordinator</p> <p>*Special Education Coordinator</p> <p>*Special Education Coordinator</p> <p>*Home School</p>	<p>*As soon as possible</p> <p>Ongoing after registration occurs</p> <p>*As soon as possible</p> <p>*May be completed prior to school attendance</p> <p>*Subsequent to Case Conference/IPRC</p> <p>*Subsequent to offer of placement</p>
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<p><u>Committee and Principals will be informed by the committee</u></p> <p>*Preschool programs/agencies forward names of potential students to Special Education Low Incidence Coordinators</p> <p>*Special Education Low Incidence Coordinators will notify TDSB schools of pending <u>pre</u>-registrations</p> <p>*Special Education Low Incidence Coordinator has a list of preschool students and tracks them through the intake process</p> <p>Please note: * Children who have attained the age of 3 years and who have a significant hearing loss, may qualify for a special education class placement in our Deaf and Hard of Hearing programs</p>	<p>*Special Education Low Incidence Coordinators</p> <p>*Special Education Low Incidence Staff</p> <p>* Early Years Steering Committee members</p> <p>*Preschools/Agencies</p> <p>*Special Education Low Incidence Coordinators</p> <p>*Special Education Low Incidence Coordinators and Special Education staff</p>	<p>*Fall</p> <p>*Fall</p> <p>*Upon receipt of TDSB letter</p> <p>*Upon receipt of information</p> <p>*Ongoing</p> <p>*Ongoing</p>
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	*Deaf and Hard of Hearing Coordinator	
Please note the following:		
Children who have attained the age of three years and who have a significant hearing loss, may qualify for a special education class placement in our Deaf and Hard of Hearing programs.	Coordinator – Deaf and Hard of Hearing	Ongoing
Children who have an Autism Spectrum Disorder may receive additional transitional support (e.g., Connections for Students).	Central Coordinator – Autism Services	Ongoing

Please Schools can contact ~~your Family of School~~ their Special Education Consultant for further information. ____

Toronto District School Board, Special Education Plan (July, 2019). P. 46-47

Welcome to Kindergarten: Principal Planning Guide



Preparing for Kindergarten Registration Month

Registration for all TDSB Kindergarten programs begins in February. Parents/guardians will have the option of registering their child in-person at school or beginning the registration process via online registration (OLR) at www.tdsb.on.ca/kindergarten. Regardless of which process caregivers select, they will be required to visit the local school to validate registration information. See the attached outline of materials available to Principals to prepare for Kindergarten Registration. All Kindergarten registration materials and advertising will be posted on the Principal website.



To support families if they opt for the OLR, Principals are asked to coordinate with their Community Support Workers, Settlement Workers and EarlyON Parent Workers, as these staff members have been trained in the OLR and can support families. It is highly recommended that Principals set up a kiosk in their EarlyON Centre or in an alternate space to encourage families who may want to access the OLR during Kindergarten Registration.

Admission Eligibility Requirements

As you are aware, if a child will be four by December 31, 2020, he or she can start Junior Kindergarten in September 2020. If a child will be five by December 31, 2020, he or she can start Senior Kindergarten in September 2020.

Please Note: the age at which a child is eligible to attend and/or must attend school depends on whether their date of birth falls on/before or after the first day of school (September 8, 2020). Should you receive any questions from parents/guardians, the following chart may be of assistance in determining the grade a child is eligible to attend for the 2020-21 school year and what the options are for children born between the first day of school and December 31.

For more information regarding Admission Eligibility Requirements (PR518), please refer to: <https://www.tdsb.on.ca/About-Us/Detail/docId/1635>

	Birth Date: January 1 – September 7	Birth Date: September 8- December 31
Age 4 (born 2016)	Junior Kindergarten	Junior Kindergarten
Age 5 (born 2015)	Senior Kindergarten	Options: Junior Kindergarten (delaying senior kindergarten until the next school year) OR Senior Kindergarten
Age 6 (born 2014)	Grade 1 (attendance is mandatory)	Options: Senior Kindergarten (delaying Grade 1 until the next school year) OR Grade 1

Please note: There is a separate process to apply for [optional attendance](#). If parents/guardians wish to register their child at an [elementary alternative school](#) or [elementary academy](#), they are advised to contact the school directly for more information about requirements and the registration process.

News You Can Use (School Newsletter and Websites) - Kindergarten Registration 2020

February is Kindergarten Registration Month

Registration for all TDSB Kindergarten programs begins in February. We look forward to welcoming you and your child at our school in September!

To attend Junior Kindergarten in September, children must turn four years old by December 31. To register for Senior Kindergarten, children must be five years old by December 31. You may choose to register in person at the school or begin this process online.

For more information about the Kindergarten program and registration requirements, please visit:
www.tdsb.on.ca/kindergarten

(Principals: Insert school-specific registration information-e.g., dates, times, school phone numbers etc.)

**Training will be offered to all office staff, including Office Administrators, secretaries, Vice-Principals and Principals on how to use the Online Registration System as well as how to support the Developmental History Form via Permission Click that will be made available for families to complete online as part of the Kindergarten Registration Process. This training will be made available by the SIS team on December 6, 2019 and January 17, 2020.*

EYE@K Reporting Initiative

The Ministry of Education will continue to collect information about Junior Kindergarten (JK) and Senior Kindergarten (SK) students' early years experiences through a series of voluntary questions for parents/guardians to answer during registration. These questions will be available online or in paper format for families to complete, based on their registration preference. The questionnaire has been translated into 8 languages from the Ministry which should also be made available for families should they wish to complete the questionnaire. The answers will be shared with schools to help educators support student transitions to full-day Kindergarten. The information will also be shared with child care system planners in the school community to help them plan, coordinate, and improve the programs and services for families and young children in their community. The personal information is collected under the legal authority of the Education Act R.S.O.1980, s.8.1

Staggered Entry Protocol

The Toronto District School Board recognizes that the first day of Kindergarten is an important milestone for all children and their parents/guardians. Every child has different needs. Often these needs are identified during transition to Kindergarten activities. Some children in Junior Kindergarten (JK) may benefit from a more gradual entry into school and staggering entry into school may create a more positive and nurturing first experience in a Full-Day Kindergarten (FDK) classroom. A plan for staggered entry for children in JK is permitted when the circumstances and plan are approved by the Superintendent of



Education (SOE) in advance of any communication with families.

Staggered entry must follow the following principles:

- All children in JK and SK enrolled in FDK Before-and After-School Programs (located in the school or community) must start school on the first day.
- All children in SK are expected to begin school on the first day. Parents/guardians must agree to a delayed start to the school year for their child.
- Children will start school on the day they arrive regardless of the plan for staggered entry.
- All JK children must start school by Friday of the first week.



Transitions

Transitions should not be seen as a one-time event. Effective transitions involve an ongoing process of planning and collaboration between a number of partners including, children, families, educators, community members, child care, professional organizations and community support groups. As children transition to school it is understood that schools must be ready for children, rather than children being ready for school. In consideration of the various transitions children experience in the early years, educators must put children's needs first and be thoughtful in planning and implementing more seamless transitions. Planning for transitions allows schools to be proactive and to help bridge and overcome potential challenges.

When working together to develop a plan of action, we can help provide children and families with the knowledge and skills to manage transitions successfully. Below are some helpful transition strategies for the school and for the class.

School-Wide Strategies:

- Compose a team to support transitions throughout Kindergarten.
- Communicate important information about the dates and what families need to bring for registration at least one month before kindergarten registration (Kindergarten banner, letters home, posters and partnering with Early Years centres or other organizations).
- Provide families with the TDSB Developmental History Form, Kindergarten Registration booklet and Kindergarten FAQ (available online in multiple languages).
- Share information with families, encouraging them to utilize free family support programs and family resource centres.
- Plan a kindergarten orientation event (s) prior to school entry.
- Provide opportunity for families to give suggestions or feedback regarding the Kindergarten entry process.

Classroom Focused Strategies:

- Attempt to minimize transitions within the classroom.
- Build a sense of community and belonging with each Kindergarten space, spend time speaking to and getting to know each student.
- Consider the age and attention span of Kindergarten students and minimize the amount of time spent on whole group instruction at the carpet.

- Consider a “less is more” approach at the start of the year with regards to learning materials.
- Spend time modelling strategies for self-regulation and identify “calmness.”
- Consider creating a Kindergarten welcome bag including materials used in the classroom and provide ideas to families on how the materials are used (see example below)
- Offer opportunities for families/caregivers to take part in the program and engage in learning experiences together.
- Be flexible and responsive to children’s social/emotional needs.
- Prepare students and families for “first day” experiences (e.g. creating a social story package or a [“Welcome to our Class” booklet](#)).
- Where possible, offer opportunities for educators, lunchroom supervisors, school support/prep teachers to meet and engage with students and families.
- Consider one-on-one time for families to go over the TDSB Developmental History Form.
- Provide a welcome letter from each educating team/class.
- Suggest informal times of the year where families and children entering Kindergarten can meet with each other to discuss questions they may have about the program (e.g. meeting at the local park or library).
- Provide families with information on how to become a school volunteer or how to join the school council.
- Include families in the classroom inquiries and ensure there is opportunity for children to involve community members, parents/guardians and other family members.
- Use social media to engage and communicate with families during Kindergarten transition.

Connections and Partnerships with Child Cares to Support the Transition to Kindergarten

- Provide child care staff with information about where to find information about the school (including the registration process, orientation events, Optional Attendance) and ask them to share this with families in their programs.
- Invite child care staff to visit the Kindergarten program to observe and ask whether school staff may visit and observe the child care program.
- Invite child care staff to bring children who will be beginning school to visit the Kindergarten program for a tour.
- Plan joint activities (e.g., registration, trips, special events).
- Request that child care staff share information about children where the TDSB Consent to Share Information Form has been signed to support children’s individual needs and effective transitions. Discuss the transfer of records if appropriate and consent has been obtained.
- Extend the offer for Kindergarten educators to come to a parent meeting in the child care setting to talk about Kindergarten.

Principal's Checklist for Kindergarten Registration

	To Do	Timeline	Responsibility	Completed
1	<p>Meet with O.A. and Early Years Staff team to discuss Kindergarten Registration: Process Roles and Responsibilities Space Requirements</p> <p><i>Note: Early Years staff team may include Kindergarten teachers, Early Childhood Educators, Before –and- After-School Program staff and Parent Worker staff, Community Support Workers (if applicable)</i></p>	January		
2	Confirm dates for February Kindergarten Registration	January		
3	Meet with School Council to discuss their participation in the Kindergarten Registration process (could be an agenda item at December Parent Council meeting)	January		
4	Check System Leaders' Bulletin Message	December and January		
5	Make decisions about material available to parents at registration (e.g. Welcome to Kindergarten booklet, TDSB materials, Public Health materials and other agency and/or before- and after-school program materials)	December		
6	Purchase supplies for registering students, as required	December and January		
7	Receive copies of Board materials and Public Health materials to distribute to registering parents	January		
8	<p>Put notice of registration dates in school newsletter and other places in the community as required</p> <p>*see News You Can Use item above</p>	December and January		
9	Communicate with area child cares and Early ONs regarding enrolment of kindergarten-aged children to ascertain potential numbers	January		
10	Communicate with Special Education Consultant about registering of kindergarten children with special needs	January		
11	Arrange for School Council parents, present JK parents/guardians, volunteers and/or students to act as hosts for registration	January		
12	Arrange to display TDSB Kindergarten Registration Banner	January		
13	Arrange with Community Support Worker, Parent Worker, Settlement Worker to coordinate times to support families who would like to visit the school and use the Online Registration Option	January		

Principal's Checklist for Kindergarten Registration Continued

14	Arrange kiosk/computer in EarlyON or an alternate space during registration week, if applicable	2 weeks ahead of time		
15	Arrange for translators, as required	2-3 weeks ahead of time		
16	Send home confirmation of registration appointment (if school practice)	2-3 weeks ahead of time		
17	Arrange for parent volunteers to take photos (if appropriate)	2-3 weeks ahead of time		
18	Arrange for someone to purchase refreshments (if appropriate)	1 week ahead		
19	Copy for Face to Face Registration: Registration Forms Attestation Forms Developmental History Forms EYE@K Ministry Questionnaire	1 week ahead		
20	Discuss and arrange registration area set up and furniture/equipment needs with Caretaker, O.A. and Early Years Staff team Remember to use EarlyON centre for children to play during registration process	1 week ahead		
21	Arrange for occasional teacher coverage for the JK teacher(s) and/or Early Childhood Educator (ECE) if educators are participating	1 week ahead		
22	Arrange for office coverage to ensure that there is someone in the office while OA is registering	1 week ahead		
23	Display welcome signs and directions to registration area	Day before		
24	Double check everything is ready	Day before		



After Kindergarten Registration

	To Do	Timeline	Responsibility	Completed
1	<p>Educators meet with families to discuss the Developmental History Form</p> <p>If the Online Registration system is used, families will receive an email with a link to access the Developmental History Form online. Educators can then get a printed copy through the office staff.</p>	Before September		
2	<p>Transition planning meetings are held for any children with special education needs</p>	Spring		
3	<p>Plan and hold Kindergarten orientation events to welcome families and continue to build relationships</p> <ul style="list-style-type: none"> • Invite families to visit the school for a classroom tour with their children • Invite families to attend a Kindergarten Orientation event at the school • Invite educators and community agencies to hold workshops for new families based on interests and needs of the community • Invite families to attend whole-school events • Consider planning a family BBQ or Lemonade Day to welcome families 	Spring		

Creating a Kindergarten Package to Support the Transition to School

Schools may choose to create a Kindergarten Package for families to take home when they attend the Kindergarten Orientation. As schools create their Kindergarten packages, they are encouraged to consider selecting appropriate materials that are culturally relevant and reflect the identities, strengths and needs of the community. Below, you will find a list of resources and materials that you may wish to include in your Kindergarten Package.

- Information about the Kindergarten Program
- Information about the School
- Information from Community Partners

Additional Resources for Students

Schools are not limited to the following list of materials:

- A Read Aloud (see below for sample titles)
- TDSB Kraft Bag (TDSB DC Item #: 8841)
- Small bag with a variety of loose parts (e.g., Beechwood rings, shells, rocks/stones, buttons, pipe cleaners, natural materials, etc.)
- Multicultural Crayons (TDSB DC Item #: 323)
- Crayons (TDSB DC Item #: 31)
- Watercolour paint with brush (TDSB DC Item #: 450)
- Scissors (TDSB DC Item #: 119)
- Left-handed scissors (TDSB DC Item #: 121)
- Playdough (TDSB DC Item #: 9322)
- Magnetic letters (lowercase)
- Magnetic letters (uppercase)
- Assortment of paper (e.g., construction paper, white paper, watercolour paper, etc.)



Read Alouds to Support the Transition to Kindergarten

Book Cover	Book Title	Author/Illustrator	ISBN
	All Are Welcome	Written by Alexandra Penfold Illustrated by Suzanne Kaufman	978-0525579649
	What's My Superpower?	Written by Aviaq Johnston Illustrated by Tim Mack	78-1772271409
	The Day You Begin	Written by Jacqueline Woodson Illustrated by Rafael Lopez	978-0399246531
	Little You	Written by Richard Van Camp Illustrated by Julie Flett	978-1459802483
	Lola Goes to School	Written by Anna McQuinn Illustrated by Rosalind Beardshaw	978-1580899383

Book Cover	Book Title	Author/Illustrator	ISBN
	Nimoshom and His Bus	Written by Penny M. Thomas Illustrated by Karen Hibbard	978-1553797081
	Say Something	Written by Peter H. Reynolds Illustrated by Peter H. Reynolds	978-0545865036
	Siku and Kamik Go to School	Written by Neil Christopher and Andrew Trabbold	978-1772660814
	Ruby's Worry	Written by Tom Percival	978-1408892152
	I Walk with Vanessa	Written by Kerascoët	978-1524769550
	You Hold Me Up, Ki Kihcêyimin Mâna	Written by Monique Gray Smith Illustrated by Danielle Daniel	978-1459814479

Additional Resources:

[Edugains: Early Primary Central : Parent Resources](#)

[Ontario ministry of Education: Planning Entry to School: A Resource Guide](#)

[PR 696: Kindergarten Registration](#)

[TDSB Print Resources Available Online – Principals' Site](#)

www.settlement.org/edguide

www.toronto.ca/health/a_healthy_start_to_school/index.htm

Welcome to Kindergarten

Registration opens in **February**



Our Kindergarten program provides young students with a rich and safe learning environment that enables all children to learn and grow.

At the TDSB, your child will have many opportunities to learn through play, build new skills and enhance their curiosity.

Starting Kindergarten is a very exciting time. We are here to support you and your child in getting ready for school during this important transition.

To learn more, please visit: tdsb.on.ca/kindergarten



Registration

To qualify for Junior Kindergarten, children must be four years of age by December 31 of that year. Go to tdsb.on.ca/kindergarten or visit your local TDSB school to get started.



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Welcome to Kindergarten



Starting school is an important milestone for children and their families.

At the TDSB, we are committed to creating inclusive, safe and caring classrooms that enable all children to learn and grow.

Full-Day Kindergarten (FDK)

In the TDSB, 3, 4 and 5-year-old children benefit from a rich full-day program. Children learn through play, inquiry, and exploration in the classroom and outdoors.

We believe that young children are curious, competent, and capable of complex thinking. We are committed to providing high quality programming that will nourish each child's academic, social and emotional development and prepare them for success in school and in life.



The Kindergarten Educator Team



At the TDSB, teachers and early childhood educators (ECE) are committed to creating inclusive, safe and caring classrooms. Our schools provide a respectful environment in which all children can learn and grow.

Teachers and early childhood educators work as a team to support children's learning.

Together they are able to:

- interact with each child every day to create a program based on your child's interests
- create a sense of belonging
- support their social and emotional needs and academic growth

A few of our classes have one teacher and 15 students. Classes that are larger have both a teacher and an ECE. In both situations, children are well supported by professional teachers and early childhood educators.

Intentional Play-Based Learning

Research tells us that there is a direct link between play and learning for children. Kindergarten students at the TDSB flourish because they participate in planned, purposeful play.

Learning is integrated throughout the program enabling children to develop literacy and mathematical skills while fostering their independence, social skills and creativity.



To ensure children are equipped to succeed in today's global and digital world, our educators provide them with opportunities to be creative problem solvers. Classrooms across the TDSB are equipped with tablets, computer applications and a variety of software to promote innovation and teach students about safe and responsible use of technology.

The Kindergarten Program



Science explorations build inquiry skills, such as asking questions, predicting, planning, testing, analyzing, and drawing conclusions.



Outdoor learning occurs daily. Experiences outside encourage connections that build a sense of wonder and curiosity about the natural world.



Technology is a tool children use to develop skills in designing, communicating, and researching and documenting their own learning.



Literacy & numeracy is embedded in the program in many ways. Children learn about letters and numbers, read a variety of books, and write messages.

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Come Learn With Us!



Building with blocks develops problem-solving and spatial-reasoning skills which are connected to science, mathematics and other subjects.



Problem-solving activities provide opportunities to explore, create, communicate, and ask questions while developing small and gross motor skills.



Self-regulation or social emotional learning involves communicating, reading, and writing. Through role play children build negotiation skills and empathy.



The arts allow children to express themselves in multiple ways. Exploring with various materials enhances creativity, and the development of communication skills.

In Kindergarten, your child will build learning: Belonging & Contributing, Mathematics Behaviours and Problem



Belonging and Contributing

Children are connected to others and play an important role in contributing to various groups, the wider community and the world around them.

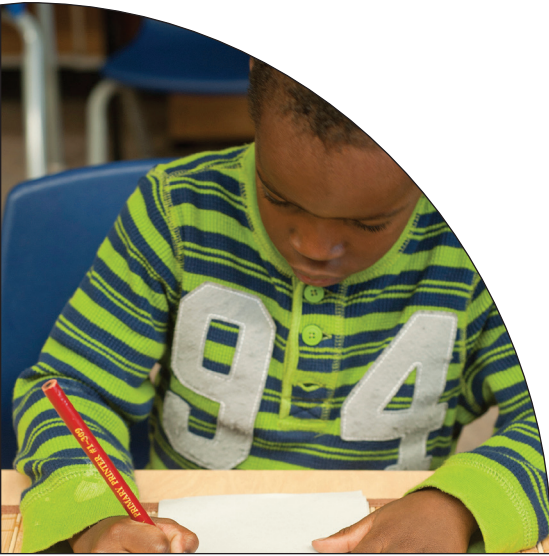


Demonstrating Literacy and Mathematics Behaviours

Children think critically about the world around them and communicate their literacy and mathematical thinking and learning in different ways.



their skills, knowledge and experiences in four key areas of Self-Regulation & Well-Being, Demonstrating Literacy and Solving & Innovating



Problem Solving and Innovating

Children make meaning of the world around them by observing, questioning, planning, exploring, testing theories and solving problems.



Self-Regulation and Well-Being

Children develop a sense of self-awareness and an understanding of the importance of physical and mental health and wellness.

Source: The Kindergarten Program, 2016

My Child Does Not Speak English Yet

More than half of TDSB families speak a language other than English at home. Research shows that maintaining your child's first language has tremendous long-term benefits. We encourage families to continue speaking and reading with their child in their home language. Your child's classroom teacher or early childhood educator can provide information about where to access materials such as children's books and other information in different languages.



TDSB's Kindergarten program also supports children who do not speak English to build their communication skills in English.

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Supporting All Children

Children in Kindergarten have a wide range of abilities, strengths and needs. We warmly welcome all children and work collaboratively with families to ensure a seamless transition into school.

Our priority is to ensure that all children have a positive experience in Kindergarten. Some children may have special education needs (e.g. physical disabilities, Speech & Language difficulties) or a diagnosis such as Autism Spectrum Disorder. In addition, some children may also require assistance in the area of personal care or skills of daily living. We are committed to making sure that all students with special education needs receive appropriate supports.



We encourage you to discuss the individual strengths and needs of your child and share any relevant documentation and concerns with the school upon registration. Please continue to discuss any concerns about your child with the teacher and early childhood educator. Educators and parents are partners in supporting young learners.

Before- and After-School Programs



Many families require before- and after-school care for their children. There is an FDK Before- and After-School Program for 4 and 5-year-old children in many TDSB elementary schools. These programs are run by independent third party licensed child care operators or authorized recreational and skill building programs. In addition to these programs, TDSB also directly operates Extended Day Programs in some schools. These programs offer seamless learning experiences for children in FDK classrooms and are staffed by Designated Early Childhood Educators who work with children throughout the school day.

Find out more at www.tdsb.on.ca/BASP and www.tdsb.on.ca/EDP.

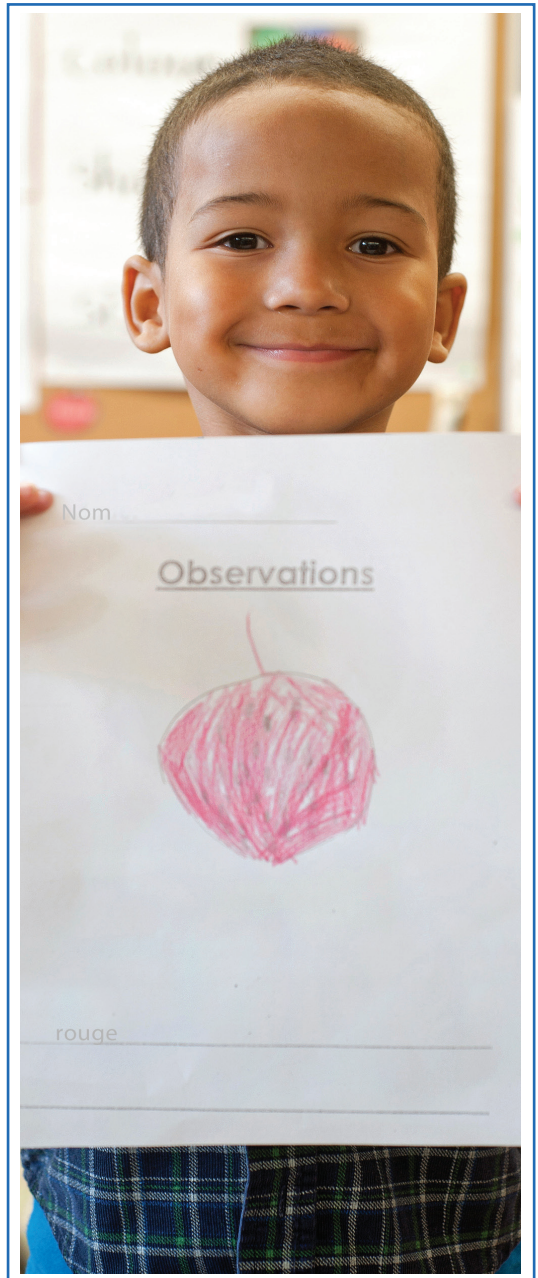
When you register your child at the school, speak with the Office Administrator or Principal about the availability of an FDK Before- and After-School Program or Extended Day Program, including details about wait-list, fees and registration.

Early French Immersion Program

At the TDSB, the Early French Immersion program begins in Senior Kindergarten. This is an opportunity for all children to learn a second or third new language.

Application to this program is made the year your child is in Junior Kindergarten.

Your child's school will provide you with further information about the online registration process. Complete information about the French Immersion program, application procedures and important deadlines can be found at www.tdsb.on.ca/french.



EarlyON Child and Family Centres

We invite you to visit an EarlyON Child and Family Centre with your child. In the TDSB, we have 75 school-based programs for parent(s) and/or caregiver(s), for children from birth to age 6. Parents/caregivers are fully involved in every activity. This includes them in their children's learning, builds confidence and connects them to other families. A listing of program locations is available at www.tdsb.on.ca/EarlyON.

These play-based programs are free and are designed to prepare children for learning in Kindergarten.



Here is some feedback directly from a parent and a school principal after visiting an EarlyON Child and Family Centre:

In addition to being a single parent I am also a newcomer to Canada and I cannot begin to express how stressful this time was for me. The EarlyON Child and Family Centre gave my son and I the ability learn about the education system, to network with the school and other parents, and made it easier for us to make the transition from one country to another and be a part of the community. (Parent)

Our EarlyON Child and Family Centres have provided families with an opportunity to build a positive relationship with our staff, principals and vice principals and has allowed us to teach the necessary skills that our young learners need to effectively make the transition to Kindergarten. Our EarlyON Child and Family Centres have created the feeling that our school is truly the hub of the community. (Principal)

Tips to Help Your Child Prepare for School

- Develop a relationship with your child's teacher and share information about his or her needs. Nobody knows your child like you do!
- Be positive and relaxed on their first day of school. Your attitude can greatly affect your child's feelings around school.
- Establish Kindergarten routines early, such as sharing with other kids, taking turns and listening to instructions.
- Talk to your child about what their day will be like at school and what sort of activities they will be taking part in.
- Ease anxiety around Kindergarten - talking positively will have an incredible effect on your child's approach to school.
- Encourage your child to use language to make his/her needs known and to solve problems (e.g. when sharing with others).
- Kindergarteners need to know how to make choices. Encourage choice at home during play time or while dressing themselves.
- Help prepare your child for math by talking about numbers, shapes and patterns at home and outside.



Attendance Matters in Kindergarten

The early years are the foundation for developing children's self-confidence, academic skills and sense of responsibility. Regular attendance at school allows children to participate in and benefit from daily learning experiences. Children who attend school regularly tend to feel more connected to their school and are better able to develop meaningful friendships. Research has shown that regular attendance is an important factor in student achievement and well-being.

How to Register for Kindergarten

Registration for all TDSB Kindergarten programs begins in February. We look forward to welcoming you and your child! You may choose to register in person at your local school or online.

In-Person Registration

Step 1

Find your local school by visiting www.tdsb.on.ca/schools.

Step 2

Contact your local school and make sure you have the following documents:

- Proof of age (birth certificate or passport)
- Proof of address (two pieces of identification that show your address)
- Proof of immunization (the card that shows a list of needles your child has received)

1. Report online www.toronto.ca/studentvaccines.
 2. If unable to report online, parents can provide immunization information to the school and the school will mail a copy to Toronto Public Health. Toronto Public Health accepts and translates foreign immunization records.
 3. If requesting an exemption, call 416-392-1250.
- Verification of date of arrival, if your child was not born in Canada.

Online Registration

Step 1

Access the online registration system at www.tdsb.on.ca/kindergarten to create an account, find your local school and complete an online registration form.

Step 2

Once you have completed the online portion of the registration process, you will receive a confirmation e-mail, including information about required next steps (e.g. when to visit the school).

How to Register for Kindergarten (Continued)

When you visit the school, make sure you have the following documents:

- Proof of age (birth certificate or passport)
- Proof of address (two pieces of identification that show your address)
- Proof of immunization (the card that shows a list of needles your child has received):

1. Report online www.toronto.ca/studentvaccines.
 2. If unable to report online, parents can provide immunization information to the school and the school will mail a copy to Toronto Public Health. Toronto Public Health accepts and translates foreign immunization records.
 3. If requesting an exemption, call 416-392-1250.
- Verification of date of arrival, if your child was not born in Canada.

Please note: only parents or legal guardians can register a child for TDSB programs.





Revised: French Immersion/Extended French Procedure (PR597)

To: Governance and Policy Committee

Date: 12 February, 2020

Report No.: 02-20-3825

Strategic Directions

- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being
- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

Recommendation

It is recommended that the revised French Immersion/Extended French Procedure (PR597), as presented in this report, be received.

Context

Given the November 2019 Board meeting decision that French and Gifted bussing reductions in the amount of \$1.9M in 2020-21 be delayed until the Learning Opportunities Index (LOI) review and French redistribution of program sites are completed, staff undertook a minor review of the French Immersion/Extended French Procedure (PR597) that would apply only to the transportation aspect of the procedure. The minor revisions align with the TDSB's Operating Budget Plan for 2019-20 approved by the Board of Trustees on November 27, 2019.

The revised Procedure (see Appendix A) is presented to the Governance and Policy Committee for information.

Action Plan and Associated Timeline

Subject to the Procedure being received at the Governance and Policy Committee, the revised Procedure will be submitted to the Board of Trustees on February 5, 2020 for receipt.

Resource Implications

No additional resources will be required for implementation of the revised French Immersion/Extended French Procedure (PR597).

Communications Considerations

The revised French Immersion/Extended French Procedure (PR597) has been posted on the Board's internal and external website and will be communicated to the system.

Board Policy and Procedure Reference(s)

Policies

- French-as-a-Second-Language Policy (P080)

Appendices

- Appendix A: French Immersion/Extended French Procedure (PR597) – Tracked Changes
- Appendix B: French Immersion/Extended French Procedure (PR597) - Clean

From

Manon Gardner, Associate Director, School Operations and Service Excellence by email at manon.gardner@tdsb.on.ca or by phone at 416-394-2041.

Angela Caccamo, Centrally Assigned Principal, School Operations and Service Excellence by email at angela.caccamo@tdsb.on.ca or by phone at 416-396-7992.

Toronto District School Board

Operational Procedure PR597

Title: **FRENCH IMMERSION/EXTENDED FRENCH**

Adopted: December 14, 2009

Effectuated: December 14, 2009

Revised: **September 3, 2019, December 10, 2019**

Reviewed: September 3, 2019, December 10, 2019

Authorization: Executive Council

1.0 RATIONALE

The French Immersion/Extended French Operational Procedure ("The Procedure") supports the implementation of the French-as-a-Second Language Policy (P080).

2.0 OBJECTIVE

To provide procedures to support the Board's commitment to Core French, French Immersion and Extended French programs.

3.0 DEFINITIONS

Elementary Education

The Ontario Curriculum: French as a Second Language: Core French - Grades 4-8; Extended French; Grades 4-8; French Immersion - Grades 1-8, Revised 2013

Core French is mandatory from Grades 4 to 8 for all students in English-language elementary schools. Policy and program requirements for elementary school Core French programs dictate that students entering Grade 4 must receive French instruction in every year from Grade 4 to Grade 8, and must have accumulated a minimum of 600 hours of French instruction by the end of Grade 8.

The Ontario Curriculum: French as a Second Language: Core French - Grades 4-8; Extended French; Grades 4-8; French Immersion - Grades 1-8, Revised 201

Extended French and French Immersion are French-as-a-Second-Language (FSL) programs in which French is not only taught as a subject but also serves as the language of instruction in other subjects. The provision of Extended French and/or a French Immersion program is optional.

In a French Immersion program, French must be the language of instruction for a minimum of 50 per cent of the total instructional time at every grade level of the program.

In an Extended French program, French must be the language of instruction for a minimum of 25 per cent of the total instruction time at every grade level.

Secondary Education

The Ontario Curriculum, Grades 9 and

12: French as a Second Language – Core French, Extended French, and French Immersion, Revised 2014

French as a Second Language programs are available as Core, Extended and Immersion in secondary school. Students will select their program based on the total number of hours of French instruction accumulated by the end of Grade 8 (600 for Core French, a minimum of 1260 for Extended French, and a minimum of 3800 for French Immersion).

Core French: One compulsory credit is required for graduation, generally earned in Grade 9. Students may receive a Certificate of Achievement in Core French upon successful completion of Grade 12.

Extended French: Students who complete the program are required to take 4 consecutive courses in Extended French and a minimum of 3 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in Extended French from the TDSB.

French Immersion: Students who complete the program are required to take 4 consecutive courses in French Immersion and a minimum of 6 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in French Immersion from the TDSB.

4.0 RESPONSIBILITY

Associate Director, ~~Leadership, Learning and School Improvement School Operations and Service Excellence~~

5.0 APPLICATION AND SCOPE

This Procedure applies to all TDSB staff.

6.0 PROCEDURES

PART 1: Admissions and Placements

6.1. Determination of Program Locations

- (a) The system wide Early French Immersion and Junior Extended French programs ~~a-~~are overseen by the central FSL Department.
- (b) Program locations are determined using the following criteria:
 - (i) Continuation of exemplary program delivery and sustainability;
 - (ii) Sufficient enrolment in the Senior Kindergarten and/or Junior classes to ensure healthy class sizes at all grade levels, considering attrition rates;
 - (iii) Balance of English and French enrolment in dual track schools;
 - (iv) The maintenance of viable English programs, characterized by the relative population of the English stream to the French stream;
 - (v) Location of site within a catchment area;
 - (vi) Pathways to intermediate and secondary programs;
 - (vii) Transportation;
 - (viii) Existing Immersion/Extended programs within the school and area;
 - (ix) Other school programs (e.g. Special Education, music, child care);
 - (x) Pupil place capacity and space utilization rate (SK to Grade 12);
 - (xi) Projected enrolments over time; and
 - (xii) Portables as an option to accommodate additional students

6.2. Admission

- (a) Every student in the TDSB may apply for French Immersion and Extended French Programs at the appropriate entry point.
- (b) Information on program availability at local schools is available at www.tdsb.on.ca/pars and at individual schools.

6.3. Entry Points

(a) System Entry Points

In the TDSB, there are a number of entry points to French Immersion and Extended French Programs. These include the following:

- (i) Senior Kindergarten (Early Immersion)

(ii) Grade 4 (Extended French)

(b) Additional Entry Points (locally managed by the school Principal)

(i) Grade 6 (Intensive Extended French in one school only)

(ii) Grade 4 (Middle Immersion in two schools only)

(iii) Grade 7 (Extended French in 14 schools only)

6.4. Admission of Siblings

The Board supports a Sibling Rule which ensures that children with siblings in the French program in the school and who will be in attendance the following year will have a priority placement.

6.5. Optional Attendance

In the TDSB, students may access a program outside their French Immersion or Extended French catchment area by applying through Optional Attendance to register in that program. Parents may obtain an Optional Attendance application form at www.tdsb.on.ca/parents or from their local school and apply to the requested school for consideration. Admission will be based on availability of space in the program. No transportation is provided for students admitted under Optional Attendance.

(a) Once admitted to a school, the student will have the right to complete the French Immersion/Extended French Program in the schools through the designated pathway for that school.

(b) If a student changes residence, he or she may be moving out of the catchment area of the French Immersion or Extended school designated for their address. Where a change in address results in movement out of the designated catchment area, students must apply under Optional Attendance to continue in their current school. These admissions through Optional Attendance are automatically accepted; no transportation will be provided, consistent with the Optional Attendance Policy.

6.6. Registration

Registration in individual schools is consistent with PR.696 SCH, which describes the process and requirements for registration in all schools. This includes verification of the right to attend in selected schools.

6.7. Program Placement

(a) Admission

(i) Access to Immersion and Extended French programs is based on the English home school determined by the home address.

- (ii) Catchment areas are determined for each Extended French and French Immersion program. Catchment areas may be changed at any time in accordance with Board policy and procedures.
 - (iii) The application process for the two system entry points (i.e. SK French Immersion and Junior Extended French – Gr. 4 Entry) is managed by the central FSL department through a central online application process.
 - (iv) A defined date for application is determined each year and posted on the TDSB website. Applications received before the deadline will be accommodated. Applications received after the deadline may be accommodated after on time applications are processed based on availability of space.
 - (v) Applications are available through an online application for SK French Immersion and Grade 4 Junior Extended French at www.tdsb.on.ca/pars. Assistance is available at local schools for families without computer access.
 - (vi) The application process for the additional entry points (i.e. Gr. 6 Intensive Extended, Gr. 4 Middle Immersion, and Gr. 7 Extended French) is locally managed at the school level.
- (b) Process for Accommodating Students Where Insufficient Space is Available (Two System Entry points)
- (i) When insufficient space is available at a particular school, students will be accommodated in schools with space available for the program.
 - (ii) Where applications exceed capacity, staff will undertake the following:
 - The central FSL Department in collaboration with the Planning Department will work to determine the next closest school with available space.
 - The FSL Department will inform the local school Superintendent.
 - If there is no space in a host school in the geographic area for additional classes to be created, a program may be opened in a new site in consultation with the FSL Department, the Planning Department and the local school Superintendent.
 - If none of the previous steps is possible, then students will be admitted to the host school subject to a system-wide procedure (proximity or lottery). The remaining students will be offered placement in the next closest French Immersion or Junior Extended French School with space.

(c) Process for Accommodating Students Where Insufficient Space is Available

(Additional Entry points i.e. Gr. 6 Intensive Extended, Gr. 4 Middle Immersion, Gr. 7 Extended French)

- (i) When insufficient space is available at a particular school, then students will be admitted to the host school subject to a local school procedure (i.e. lottery). The remaining students will be held on a local school wait-list subject to available space.

(d) Catchment Areas

- (ii) Each school offering Extended French or French Immersion in TDSB has a designated catchment area, based on the English home school determined by the home address of students. Students from this area may apply to attend the program in their designated school. Catchment areas may be changed at any time in accordance with Board policy and procedures.
- (iii) Students are ensured a placement from elementary through secondary schools. These identified elementary-intermediate-secondary schools for each catchment are defined as a pathway.
- (iv) Once admitted to a French Immersion or Extended French program, students will have the right to follow the pathway designated for the school of entry to the program and to complete the program. See 4.22

6.8. Admission at Other than Designated Entry Points

(a) Immersion to Extended at Intermediate and Secondary Levels

Students seeking admission from Immersion to Extended French are considered on a case by case basis by the principal in consultation with Central FSL Program staff.

(b) Last Date of Admission to Regular Entry Points

Subject to availability of space and the Ministry of Education class size requirements, the last date for admission to the regular entry points is as follows:

- (i) Early Immersion (SK) - Last day of December classes
- (ii) Middle Immersion (Grade 4) - September 30
- (iii) Extended French (Grades 4, 6 and 7) - September 30

(c) Admission from Other Jurisdictions

- (i) Students who move into TDSB may be placed in French Immersion or Extended French programs if they have been enrolled in equivalent French Immersion or Extended French programs in other school boards in Ontario.
- (ii) For other jurisdictions or for students without an equivalent French as a Second Language background, students may apply consistent with the Late Admission Procedure in 4.9.
- (iii) Students from Francophone or private schools that offer equivalent French programs may apply to attend a French Immersion program if space is available.

(d) Demission from French Immersion/Extended French Programs

- (i) Where students experience significant difficulties in a second language environment, students may be demitted from programs with parental/guardian consultation and consent. Such action may be taken after attempts to do the following:
 - The provision of remedial support to the student through the School Support Team at the school
 - The creation of an IEP for the student
 - A meeting with parents/guardians to review the achievement of the student in the program
- (ii) Students who leave a program may be required to return to their local school for the English Program as determined by home address or to apply for optional attendance in any English Program School. Admission through Optional Attendance will be based on availability of space in the school requested.

6.9. Late Admission and Re-Entry to French Immersion

- (a) Students may be admitted to a French Immersion/Extended French program at other than the entry point after a review of student records or confirmation of an equivalent background in French, as determined by the principal in consultation with Program staff.
- (b) Where the student's background in French is deemed to be equivalent and space is available, the student will be admitted to the program.
- (c) Where the student's background in French is not equivalent, no late admission will be allowed. The student may be referred to another entry point, where such is possible.

~~(c)~~(d) Where the equivalent background in French is in question, request for admission to French Immersion and Extended French program will be directed to an Admissions Committee by the Principal of the request school. The admissions committee will consist of:

- (i) Principal or designate of the requested school
- ~~(ii)~~ Receiving teacher of the appropriate grade
- ~~(iii)~~(ii) _____ Representative of the central FSL department.

PART 2: Instruction

6.10. Core French in Elementary Schools

The Ministry of Education has mandated Core French from Grades 4-8 for all students in English Language Schools. By the end of Grade 8, student will receive 600 hours of French instruction.

6.11. French Immersion and Extended French in Elementary Schools

Both French Immersion and Extended French are French as a Second Language Programs in which French is the language of instruction for a portion of each school day. In French Immersion, French is the language of instruction for a minimum of 50 per cent of the day, while in Extended French, French is the language of instruction for a minimum of 25 per cent of the day.

6.12. Core French in Secondary Schools

Students with 600 hours of French instruction by the end of Grade 8 will take a Core French program. One compulsory credit is required for graduation, generally earned in Grade 9. Students who complete four consecutive credits in Core French are eligible to receive a Certificate of Achievement in Core French from the TDSB.

6.13. Extended French in Secondary Schools

Students require a minimum of 1260 hours, or equivalent, of French instruction for admission to an Extended French program in secondary school. Students who complete the program are required to take 4 consecutive courses in Extended French and a minimum of 3 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in Extended French from the TDSB.

6.14. French Immersion in Secondary Schools

Students require a minimum of 3800 hours, or equivalent, of French instruction for admission to French Immersion programs in secondary school. Students who complete the program are required to take 4 consecutive courses in French Immersion and a minimum of 6 courses in

other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in French Immersion from the TDSB.

6.15. Subjects

In Early French Immersion programs, from Kindergarten to Grade 3, all subjects are taught in French. English is introduced in Grade 4 for 40 minutes to one hour daily. This continues in Grade 5 when English instruction is increased from 75 minutes to half day. At Grade 6, 7 and 8, half the day is taught in French and half the day in English. The subjects taught in French are Language, History/Geography, Math and The Arts.

In Junior Extended French programs from Grades 4 to 8, half the day is in French and half in English. Subjects taught in French are Language, Social Studies and The Arts. Students from the Junior Extended French program blend with students from the Grade 7 entry Extended French program in Grade 9.

In Middle French Immersion programs, for Grades 4 and 5, all subjects are taught in French. English is introduced in Grade 6 for one hour daily. Students from the Middle French Immersion program blend with students from the Early French Immersion program in Grade 7, where half the day is taught in French. The subjects taught in French are Language, History/Geography, Math and The Arts.

In Grade 7 entry Extended French, French is taught for three periods per day. Subjects taught in French are Language, History/Geography and The Arts. Students from the Junior Extended French program blend with students from the Grade 7 entry program in Grade 9.

In secondary school Extended French and French Immersion programs, subjects taught in French will vary from school to school depending on the qualifications of the staff of the school.

Curriculum Content

The curriculum for Core, Immersion and Extended French is approved by the Ministry of Education for the province of Ontario. Complete descriptions are available at <http://www.edu.gov.on.ca/eng/parents/curriculum.html>

6.16. Combined Grades

Combined grades may be organized for the teaching of the French Immersion and Extended French programs.

6.17. English as a Second Language

Students who are new to Canada and speak a language other than English

may access Immersion and Extended French programs in the same way as all other students.

6.18. Special Education

(a) French as a Second Language: Core French

- (i) Core French is part of every student's program, including students who are identified as requiring special education programming.
- (ii) Process for Supporting Students in Core French
 - As expected in all subjects, accommodations and modifications should be used to support all students, as required and as noted in the IEP.
 - The student should be supported through the In-School Team/School Support Team process at the school.
- (iii) Process for Exemptions from Core French (Elementary)
 - Decisions for exemptions should be considered on a case-by-case basis. The child's teacher(s), the resource teacher and administrators will provide advice and consultation.
 - Consideration for exemption may be given to:
 - ✓ Students working on alternative program expectations i.e. not working on academic expectations from The Ontario Curriculum (e.g. DD in special schools or programs), students with autism who have extremely limited or no receptive/expressive communication, and students with severe behaviour disorders/emotional disturbances; or
 - ✓ Students with severe learning/language disabilities that include significant central auditory processing deficits requiring extensive modification and accommodations.
 - Initial consultation should involve the Core French teacher, the classroom teacher, the MART and the administrator(s) of the school regarding the difficulties that the student is experiencing.
 - Program support should be provided to the Core French teacher by involving the MART, the central FSL Department and other teachers and/or by referring to the document entitled *Program Adaptations for Students with Special Needs in the Core French Classroom – A Resource Guide for Core French* available on the Principals' website and/or referring to the Ministry document entitled *"Including Students with Special Education Needs in French as a*

Second Language Programs 2015”

<http://www.edu.gov.on.ca/eng/amenagement/includingFLS2015.pdf>

- Students may be exempted after on-going attempts at program modification and diverse avenues to support the student in the Core French program have been unsuccessful.
- The School Support Team or parent may make the recommendation for exemption.
- Consultation and communication with parents are vital. The Principal must consult with the parents of the student to determine if an exemption is appropriate.

Next Steps if an exemption is appropriate:

- ✓ If a decision to exempt a student is made, the parents/guardians should be informed **in writing** of the impact of the exemption in terms of missing a compulsory credit in secondary school when requesting a substitution.
- ✓ The parents **must provide a written, signed** request to the school for the exemption. It must state that the parent understands that Core French is a mandatory program for Grades 4-8 and that there is one compulsory credit at the secondary level.
- ✓ A description of the **alternative program** (i.e. a curriculum subject, reportable) the school is offering to the student to replace the Core French Program should also be included.
- ✓ A copy of the request is kept in the OSR.
- ✓ A copy is sent to the Learning Network Superintendent.
- ✓ The decision relating to the program exemption is recorded in the student's IEP (page 2) with a statement of the educational rationale for the decision.
- ✓ The exemption should be noted in the student's Individual Learning Profile (ILP).

(b) Process for Exemptions from Core French (Secondary Substitutions)

- (i) The same process, described above, should be used to determine secondary substitutions.
- (ii) Decisions for substitutions should be considered on a case-by-case basis.
- (iii) Consultation and communication with parents are vital. Parents should be informed in writing of the impact of a course substitution.

6.19. French Immersion and Extended French Programs

- (a) Students who are identified with exceptionalities may be admitted to Immersion and Extended programs and should be supported with appropriate accommodations and/or modifications as outlined on their IEP.

- (b) Where students experience challenges, the In-School Support Team/School Support Team will discuss the strategies, accommodations and/or modifications used to date. School administrators, together with the family and teacher(s) will review the student's progress.

PART 3: Accommodation

6.20. Long-term Accommodation Issues

- (a) Long-term accommodation issues at TDSB are reviewed regularly by the Planning Department. Planning and Program staff consider the necessity for consolidation, relocation or expansion of French Immersion and Extended French programs.
- (b) Where a change in status is required for a school a school feasibility study is undertaken. (Dual Track Review) In this process the following steps occur:
 - (i) Facilitators meet with planning team of parents, principals, vice-principals and trustees of host and catchment schools.
 - (ii) The team discusses the options available.
 - (iii) The team plans a community meeting for the catchment area.

6.21. Designated Pathway

Each school offering Extended French or French Immersion in TDSB has a designated catchment area. Students from this area may apply to attend the program in their designated school. From elementary through secondary schools, receiving schools are identified and the elementary-intermediate-secondary schools for each catchment are defined as a pathway.

6.22. Location of Schools Offering French Immersion and Extended French

A list of current schools offering Extended French or French Immersion can be found at www.tdsb.on.ca/programs.

6.23. Immersion Centers

TDSB has 6 Immersion Centres for which there is no English program catchment. French Immersion Centres deliver programming from SK only. In order to become an Immersion Centre, a Program Area Review Team must be called to consider the needs of the school and neighbourhood schools.

6.24. Enrolment Cap

Caps to student enrolment and average class size requirements are determined annually by the Ministry of Education and are aligned with

Primary Class Size Legislation. French Immersion and Extended French programs are subject to a cap as required by the Ministry of Education.

6.25. Class Size: Minimum Opening, Maximum, Blending

- (a) In order to maintain program viability, sufficient enrolment in the in-take class is vital. The Board recommends the following minimum enrolments:
 - (i) Early French Immersion (SK) – 2 classes
 - (ii) Middle French Immersion (Grade 4) – 1 class of 25-30 students
 - (iii) Extended French (Grade 4 and 7) – 1 class of 25-30 students
 - (iv) Secondary school – 2 classes feeding into the school
- (b) Program staff in consultation with Planning Department will determine classes based on space availability.
- (c) In other grades, principals, in consultation with staffing committees may adjust the Staffing Model to create combined classes.
- (d) Early and Middle French Immersion are blended at Grade 7 for instruction where both streams are contained in one school. The Grade 4 and Grade 7 Extended streams blend in Grade 9.

6.26. Dual Track Review

From time to time significant program or accommodation issues arise and may affect the ability to provide a complete program for the English stream in a dual track school. In these situations, a review may be conducted under Board Procedure, PR.577CUR: Dual Track Review. The Review may require Board approval to be- gin a Program Area Review.

PART 4: Financial Support

Funds are provided through the Ministry of Education from the Special Purpose Language Grant to support French as a Second Language programs. This is allocated to the Board on the basis of enrolment in all French programs: Core French, French Immersion and Extended French programs.

6.27. Startup Costs

For SK French Immersion programs, schools designated as new sites receive a subsidy for each new class to the school as well as an annual library supplement.

For Grade 4 programs, ~~both French Immersion and~~ Junior Extended French, schools designated as new sites receive a subsidy for each new class to the school as well as an annual library supplement.

6.28. Operating Budgets

Immersion and Extended French schools receive a supplement which is included in school budgets. Principals in consultation with school staff determine the budget priorities for each school.

PART 5: Transportation

- (a) Where transportation is approved by the Transportation Department, students from Senior Kindergarten to Grade 5 will be transported by bus. Where transportation is approved by the Transportation Department, students from Grades 6 to 8 will be provided with TTC tickets.
- (b) Students may be transported to French Immersion and Extended French programs if the distance from home to school exceeds the following:
 - (i) Senior kindergarten to Grade 5: 1.6 km or more
 - (ii) Grade 6 to 8: 3.2km or more
- (c) Students who have elected to attend a French Immersion or Extended French program under Optional Attendance will not receive transportation.

PART 65: Human Resources

- (a) Administration of Core French, Extended French and French Immersion Programs

The administration of the program is under the supervision of a Superintendent. Program staff assists with implementation of the program and support for instruction. Principals are responsible for the day to day operation of programs in the schools.

- (b) Staffing

Staffing for French Immersion and Extended French programs is allocated to schools on the basis of staffing formulas as well as Regulations under the Education Act and/or Collective Agreement negotiated with the teacher unions. In addition, Designated Early Childhood Educators (in SK) are assigned to the program as allocated in the current year budget.

6.29. Teacher Qualifications

- (a) Teachers will hold an Ontario Teachers Certificate which qualifies them to teach in the English Language schools of Ontario. In

addition, teachers of Core, Extended and Immersion French will hold Additional Qualifications to teach French as a Second Language in an English school.

- (b) Teachers without an Ontario Teachers' Certificate may teach under a Letter of Permission as allowed by the regulation on Teacher Certification.
- (c) For teachers with Ontario Teachers' Certificates but no additional qualification in French, boards may apply for them to teach under a Letter of Approval in certain circumstances.

PART 76: French as a Second Language Community Advisory Committee (FSLCAC)

The role of the FSLCAC is to consult with and advise the Board on French as a Second Language matters. As a Board community advisory committee, the FSLCAC will contribute to the work of trustees and staff. This partnership of trustees, staff and parents will foster excellence and growth in FSL programs at the Board.

7.0 EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years.

8.0 APPENDICES

Not Applicable

9.0 REFERENCE DOCUMENTS

Policies

- Optional Attendance (P013)
- Transportation of Students (P020)
- Child Care in Schools (P022)
- Directional Statements (P046)
- Accommodation and Program Review (P068)

Operational Procedures

- Transportation of Students (PR504)
- Admission Eligibility Requirements (PR518)
- Admission to Specialized Schools and Programs (PR612)
- Optional Attendance (PR545)
- Dual Track Review (PR577)

Ministry of Education Documents

- The Ontario Curriculum: French as a Second Language: Core French - Grades 4-8; Extended French; Grades 4-8; French Immersion - Grades 1-8, Revised 2013
- The Ontario Curriculum, Grades 9 and 12: French as a Second Language – Core French, Extended French, and French Immersion, Revised 2014

Toronto District School Board

Operational Procedure PR597

Title: **FRENCH IMMERSION/EXTENDED FRENCH**

Adopted: December 14, 2009

Effectuated: December 14, 2009

Revised: **September 3, 2019, December 10, 2019**

Reviewed: September 3, 2019, December 10, 2019

Authorization: Executive Council

1.0 RATIONALE

The French Immersion/Extended French Operational Procedure ("The Procedure") supports the implementation of the French-as-a-Second Language Policy (P080).

2.0 OBJECTIVE

To provide procedures to support the Board's commitment to Core French, French Immersion and Extended French programs.

3.0 DEFINITIONS

Elementary Education

The Ontario Curriculum: French as a Second Language: Core French - Grades 4-8; Extended French; Grades 4-8; French Immersion - Grades 1-8, Revised 2013

Core French is mandatory from Grades 4 to 8 for all students in English-language elementary schools. Policy and program requirements for elementary school Core French programs dictate that students entering Grade 4 must receive French instruction in every year from Grade 4 to Grade 8, and must have accumulated a minimum of 600 hours of French instruction by the end of Grade 8.

The Ontario Curriculum: French as a Second Language: Core French - Grades 4-8; Extended French; Grades 4-8; French Immersion - Grades 1-8, Revised 201

Extended French and French Immersion are French-as-a-Second-Language (FSL) programs in which French is not only taught as a subject but also serves as the language of instruction in other subjects. The provision of Extended French and/or a French Immersion program is optional.

In a French Immersion program, French must be the language of instruction for a minimum of 50 per cent of the total instructional time at every grade level of the program.

In an Extended French program, French must be the language of instruction for a minimum of 25 per cent of the total instruction time at every grade level.

Secondary Education

The Ontario Curriculum, Grades 9 and

12: French as a Second Language – Core French, Extended French, and French Immersion, Revised 2014

French as a Second Language programs are available as Core, Extended and Immersion in secondary school. Students will select their program based on the total number of hours of French instruction accumulated by the end of Grade 8 (600 for Core French, a minimum of 1260 for Extended French, and a minimum of 3800 for French Immersion).

Core French: One compulsory credit is required for graduation, generally earned in Grade 9. Students may receive a Certificate of Achievement in Core French upon successful completion of Grade 12.

Extended French: Students who complete the program are required to take 4 consecutive courses in Extended French and a minimum of 3 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in Extended French from the TDSB.

French Immersion: Students who complete the program are required to take 4 consecutive courses in French Immersion and a minimum of 6 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in French Immersion from the TDSB.

4.0 RESPONSIBILITY

Associate Director, School Operations and Service Excellence

5.0 APPLICATION AND SCOPE

This Procedure applies to all TDSB staff.

6.0 PROCEDURES

PART 1: Admissions and Placements

6.1. Determination of Program Locations

- (a) The system wide Early French Immersion and Junior Extended French programs are overseen by the central FSL Department.
- (b) Program locations are determined using the following criteria:
 - (i) Continuation of exemplary program delivery and sustainability;
 - (ii) Sufficient enrolment in the Senior Kindergarten and/or Junior classes to ensure healthy class sizes at all grade levels, considering attrition rates;
 - (iii) Balance of English and French enrolment in dual track schools;
 - (iv) The maintenance of viable English programs, characterized by the relative population of the English stream to the French stream;
 - (v) Location of site within a catchment area;
 - (vi) Pathways to intermediate and secondary programs;
 - (vii) Transportation;
 - (viii) Existing Immersion/Extended programs within the school and area;
 - (ix) Other school programs (e.g. Special Education, music, child care);
 - (x) Pupil place capacity and space utilization rate (SK to Grade 12);
 - (xi) Projected enrolments over time; and
 - (xii) Portables as an option to accommodate additional students

6.2. Admission

- (a) Every student in the TDSB may apply for French Immersion and Extended French Programs at the appropriate entry point.
- (b) Information on program availability at local schools is available at www.tdsb.on.ca/pars and at individual schools.

6.3. Entry Points

(a) System Entry Points

In the TDSB, there are a number of entry points to French Immersion and Extended French Programs. These include the following:

- (i) Senior Kindergarten (Early Immersion)
- (ii) Grade 4 (Extended French)

(b) Additional Entry Points (locally managed by the school Principal)

- (i) Grade 6 (Intensive Extended French in one school only)
- (ii) Grade 4 (Middle Immersion in two schools only)
- (iii) Grade 7 (Extended French in 14 schools only)

6.4. Admission of Siblings

The Board supports a Sibling Rule which ensures that children with siblings in the French program in the school and who will be in attendance the following year will have a priority placement.

6.5. Optional Attendance

In the TDSB, students may access a program outside their French Immersion or Extended French catchment area by applying through Optional Attendance to register in that program. Parents may obtain an Optional Attendance application form at www.tdsb.on.ca/parents or from their local school and apply to the requested school for consideration. Admission will be based on availability of space in the program. No transportation is provided for students admitted under Optional Attendance.

- (a) Once admitted to a school, the student will have the right to complete the French Immersion/Extended French Program in the schools through the designated pathway for that school.
- (b) If a student changes residence, he or she may be moving out of the catchment area of the French Immersion or Extended school designated for their address. Where a change in address results in movement out of the designated catchment area, students must apply under Optional Attendance to continue in their current school. These admissions through Optional Attendance are automatically accepted; no transportation will be provided, consistent with the Optional Attendance Policy.

6.6. Registration

Registration in individual schools is consistent with PR.696 SCH, which describes the process and requirements for registration in all schools. This includes verification of the right to attend in selected schools.

6.7. Program Placement

(a) Admission

- (i) Access to Immersion and Extended French programs is based on the English home school determined by the home address.
- (ii) Catchment areas are determined for each Extended French and French Immersion program. Catchment areas may be changed at any time in accordance with Board policy and procedures.

- (iii) The application process for the two system entry points (i.e. SK French Immersion and Junior Extended French – Gr. 4 Entry) is managed by the central FSL department through a central online application process.
 - (iv) A defined date for application is determined each year and posted on the TDSB website. Applications received before the deadline will be accommodated. Applications received after the deadline may be accommodated after on time applications are processed based on availability of space.
 - (v) Applications are available through an online application for SK French Immersion and Grade 4 Junior Extended French at www.tdsb.on.ca/pars. Assistance is available at local schools for families without computer access.
 - (vi) The application process for the additional entry points (i.e. Gr. 6 Intensive Extended, Gr. 4 Middle Immersion, and Gr. 7 Extended French) is locally managed at the school level.
- (b) Process for Accommodating Students Where Insufficient Space is Available (Two System Entry points)
- (i) When insufficient space is available at a particular school, students will be accommodated in schools with space available for the program.
 - (ii) Where applications exceed capacity, staff will undertake the following:
 - The central FSL Department in collaboration with the Planning Department will work to determine the next closest school with available space.
 - The FSL Department will inform the local school Superintendent.
 - If there is no space in a host school in the geographic area for additional classes to be created, a program may be opened in a new site in consultation with the FSL Department, the Planning Department and the local school Superintendent.
 - If none of the previous steps is possible, then students will be admitted to the host school subject to a system-wide procedure (proximity or lottery). The remaining students will be offered placement in the next closest French Immersion or Junior Extended French School with space.
- (c) Process for Accommodating Students Where Insufficient Space is Available

(Additional Entry points i.e. Gr. 6 Intensive Extended, Gr. 4 Middle Immersion, Gr. 7 Extended French)

- (i) When insufficient space is available at a particular school, then students will be admitted to the host school subject to a local school procedure (i.e. lottery). The remaining students will be held on a local school wait-list subject to available space.
- (d) Catchment Areas
 - (ii) Each school offering Extended French or French Immersion in TDSB has a designated catchment area, based on the English home school determined by the home address of students. Students from this area may apply to attend the program in their designated school. Catchment areas may be changed at any time in accordance with Board policy and procedures.
 - (iii) Students are ensured a placement from elementary through secondary schools. These identified elementary-intermediate-secondary schools for each catchment are defined as a pathway.
 - (iv) Once admitted to a French Immersion or Extended French program, students will have the right to follow the pathway designated for the school of entry to the program and to complete the program. See 4.22

6.8. Admission at Other than Designated Entry Points

- (a) Immersion to Extended at Intermediate and Secondary Levels
Students seeking admission from Immersion to Extended French are considered on a case by case basis by the principal in consultation with Central FSL Program staff.
- (b) Last Date of Admission to Regular Entry Points
Subject to availability of space and the Ministry of Education class size requirements, the last date for admission to the regular entry points is as follows:
 - (i) Early Immersion (SK) - Last day of December classes
 - (ii) Middle Immersion (Grade 4) - September 30
 - (iii) Extended French (Grades 4, 6 and 7) - September 30
- (c) Admission from Other Jurisdictions
 - (i) Students who move into TDSB may be placed in French Immersion or Extended French programs if they have been

enrolled in equivalent French Immersion or Extended French programs in other school boards in Ontario.

- (ii) For other jurisdictions or for students without an equivalent French as a Second Language background, students may apply consistent with the Late Admission Procedure in 4.9.
- (iii) Students from Francophone or private schools that offer equivalent French programs may apply to attend a French Immersion program if space is available.
- (d) Demission from French Immersion/Extended French Programs
 - (i) Where students experience significant difficulties in a second language environment, students may be demitted from programs with parental/guardian consultation and consent. Such action may be taken after attempts to do the following:
 - The provision of remedial support to the student through the School Support Team at the school
 - The creation of an IEP for the student
 - A meeting with parents/guardians to review the achievement of the student in the program
 - (ii) Students who leave a program may be required to return to their local school for the English Program as determined by home address or to apply for optional attendance in any English Program School. Admission through Optional Attendance will be based on availability of space in the school requested.

6.9. Late Admission and Re-Entry to French Immersion

- (a) Students may be admitted to a French Immersion/Extended French program at other than the entry point after a review of student records or confirmation of an equivalent background in French, as determined by the principal in consultation with Program staff.
- (b) Where the student's background in French is deemed to be equivalent and space is available, the student will be admitted to the program.
- (c) Where the student's background in French is not equivalent, no late admission will be allowed. The student may be referred to another entry point, where such is possible.
- (d) Where the equivalent background in French is in question, request for admission to French Immersion and Extended French program will be directed to an Admissions Committee by the Principal of the request

school. The admissions committee will consist of:

- (i) Principal or designate of the requested school
- (ii) Receiving teacher of the appropriate grade Representative of the central FSL department.

PART 2: Instruction

6.10. Core French in Elementary Schools

The Ministry of Education has mandated Core French from Grades 4-8 for all students in English Language Schools. By the end of Grade 8, student will receive 600 hours of French instruction.

6.11. French Immersion and Extended French in Elementary Schools

Both French Immersion and Extended French are French as a Second Language Programs in which French is the language of instruction for a portion of each school day. In French Immersion, French is the language of instruction for a minimum of 50 per cent of the day, while in Extended French, French is the language of instruction for a minimum of 25 per cent of the day.

6.12. Core French in Secondary Schools

Students with 600 hours of French instruction by the end of Grade 8 will take a Core French program. One compulsory credit is required for graduation, generally earned in Grade 9. Students who complete four consecutive credits in Core French are eligible to receive a Certificate of Achievement in Core French from the TDSB.

6.13. Extended French in Secondary Schools

Students require a minimum of 1260 hours, or equivalent, of French instruction for admission to an Extended French program in secondary school. Students who complete the program are required to take 4 consecutive courses in Extended French and a minimum of 3 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in Extended French from the TDSB.

6.14. French Immersion in Secondary Schools

Students require a minimum of 3800 hours, or equivalent, of French instruction for admission to French Immersion programs in secondary school. Students who complete the program are required to take 4 consecutive courses in French Immersion and a minimum of 6 courses in other subjects taught in French. Successful students are eligible to receive a Certificate of Bilingual Studies in French Immersion from the TDSB.

6.15. Subjects

In Early French Immersion programs, from Kindergarten to Grade 3, all subjects are taught in French. English is introduced in Grade 4 for 40 minutes to one hour daily. This continues in Grade 5 when English instruction is increased from 75 minutes to half day. At Grade 6, 7 and 8, half the day is taught in French and half the day in English. The subjects taught in French are Language, History/Geography, Math and The Arts.

In Junior Extended French programs from Grades 4 to 8, half the day is in French and half in English. Subjects taught in French are Language, Social Studies and The Arts. Students from the Junior Extended French program blend with students from the Grade 7 entry Extended French program in Grade 9.

In Middle French Immersion programs, for Grades 4 and 5, all subjects are taught in French. English is introduced in Grade 6 for one hour daily. Students from the Middle French Immersion program blend with students from the Early French Immersion program in Grade 7, where half the day is taught in French. The subjects taught in French are Language, History/Geography, Math and The Arts.

In Grade 7 entry Extended French, French is taught for three periods per day. Subjects taught in French are Language, History/Geography and The Arts. Students from the Junior Extended French program blend with students from the Grade 7 entry program in Grade 9.

In secondary school Extended French and French Immersion programs, subjects taught in French will vary from school to school depending on the qualifications of the staff of the school.

Curriculum Content

The curriculum for Core, Immersion and Extended French is approved by the Ministry of Education for the province of Ontario. Complete descriptions are available at <http://www.edu.gov.on.ca/eng/parents/curriculum.html>

6.16. Combined Grades

Combined grades may be organized for the teaching of the French Immersion and Extended French programs.

6.17. English as a Second Language

Students who are new to Canada and speak a language other than English may access Immersion and Extended French programs in the same way as all other students.

6.18. Special Education(a) French as a Second Language: Core French

- (i) Core French is part of every student's program, including students who are identified as requiring special education programming.

(ii) Process for Supporting Students in Core French

- As expected in all subjects, accommodations and modifications should be used to support all students, as required and as noted in the IEP.
- The student should be supported through the In-School Team/School Support Team process at the school.

(iii) Process for Exemptions from Core French (Elementary)

- Decisions for exemptions should be considered on a case-by-case basis. The child's teacher(s), the resource teacher and administrators will provide advice and consultation.
- Consideration for exemption may be given to:
 - ✓ Students working on alternative program expectations i.e. not working on academic expectations from The Ontario Curriculum (e.g. DD in special schools or programs), students with autism who have extremely limited or no receptive/expressive communication, and students with severe behaviour disorders/emotional disturbances; or
 - ✓ Students with severe learning/language disabilities that include significant central auditory processing deficits requiring extensive modification and accommodations.
- Initial consultation should involve the Core French teacher, the classroom teacher, the MART and the administrator(s) of the school regarding the difficulties that the student is experiencing.
- Program support should be provided to the Core French teacher by involving the MART, the central FSL Department and other teachers and/or by referring to the document entitled *Program Adaptations for Students with Special Needs in the Core French Classroom – A Resource Guide for Core French* available on the Principals' website and/or referring to the Ministry document entitled "*Including Students with Special Education Needs in French as a Second Language Programs 2015*"
<http://www.edu.gov.on.ca/eng/amenagement/includingFLS2015.pdf>

- Students may be exempted after on-going attempts at program modification and diverse avenues to support the student in the Core French program have been unsuccessful.
- The School Support Team or parent may make the recommendation for exemption.
- Consultation and communication with parents are vital. The Principal must consult with the parents of the student to determine if an exemption is appropriate.

Next Steps if an exemption is appropriate:

- ✓ If a decision to exempt a student is made, the parents/guardians should be informed **in writing** of the impact of the exemption in terms of missing a compulsory credit in secondary school when requesting a substitution.
- ✓ The parents **must provide a written, signed** request to the school for the exemption. It must state that the parent understands that Core French is a mandatory program for Grades 4-8 and that there is one compulsory credit at the secondary level.
- ✓ A description of the **alternative program** (i.e. a curriculum subject, reportable) the school is offering to the student to replace the Core French Program should also be included.
- ✓ A copy of the request is kept in the OSR.
- ✓ A copy is sent to the Learning Network Superintendent.
- ✓ The decision relating to the program exemption is recorded in the student's IEP (page 2) with a statement of the educational rationale for the decision.
- ✓ The exemption should be noted in the student's Individual Learning Profile (ILP).

(b) Process for Exemptions from Core French (Secondary Substitutions)

- (i) The same process, described above, should be used to determine secondary substitutions.
- (ii) Decisions for substitutions should be considered on a case-by-case basis.
- (iii) Consultation and communication with parents are vital. Parents should be informed in writing of the impact of a course substitution.

6.19. French Immersion and Extended French Programs

- (a) Students who are identified with exceptionalities may be admitted to Immersion and Extended programs and should be supported with appropriate accommodations and/or modifications as outlined on their IEP.
- (b) Where students experience challenges, the In-School Support Team/School Support Team will discuss the strategies,

accommodations and/or modifications used to date. School administrators, together with the family and teacher(s) will review the student's progress.

PART 3: Accommodation

6.20. Long-term Accommodation Issues

- (a) Long-term accommodation issues at TDSB are reviewed regularly by the Planning Department. Planning and Program staff consider the necessity for consolidation, relocation or expansion of French Immersion and Extended French programs.
- (b) Where a change in status is required for a school a school feasibility study is undertaken. (Dual Track Review) In this process the following steps occur:
 - (i) Facilitators meet with planning team of parents, principals, vice-principals and trustees of host and catchment schools.
 - (ii) The team discusses the options available.
 - (iii) The team plans a community meeting for the catchment area.

6.21. Designated Pathway

Each school offering Extended French or French Immersion in TDSB has a designated catchment area. Students from this area may apply to attend the program in their designated school. From elementary through secondary schools, receiving schools are identified and the elementary-intermediate-secondary schools for each catchment are defined as a pathway.

6.22. Location of Schools Offering French Immersion and Extended French

A list of current schools offering Extended French or French Immersion can be found at www.tdsb.on.ca/programs.

6.23. Immersion Centers

TDSB has **6** Immersion Centres for which there is no English program catchment. French Immersion Centres deliver programming from SK only. In order to become an Immersion Centre, a Program Area Review Team must be called to consider the needs of the school and neighbourhood schools.

6.24. Enrolment Cap

Caps to student enrolment and average class size requirements are determined annually by the Ministry of Education and are aligned with Primary Class Size Legislation. French Immersion and Extended French programs are subject to a cap as required by the Ministry of Education.

6.25. Class Size: Minimum Opening, Maximum, Blending

- (a) In order to maintain program viability, sufficient enrolment in the in-take class is vital. The Board recommends the following minimum enrolments:
 - (i) Early French Immersion (SK) – 2 classes
 - (ii) Middle French Immersion (Grade 4) – 1 class of 25-30 students
 - (iii) Extended French (Grade 4 and 7) – 1 class of 25-30 students
 - (iv) Secondary school – 2 classes feeding into the school
- (b) Program staff in consultation with Planning Department will determine classes based on space availability.
- (c) In other grades, principals, in consultation with staffing committees may adjust the Staffing Model to create combined classes.
- (d) Early and Middle French Immersion are blended at Grade 7 for instruction where both streams are contained in one school. The Grade 4 and Grade 7 Extended streams blend in Grade 9.

6.26. Dual Track Review

From time to time significant program or accommodation issues arise and may affect the ability to provide a complete program for the English stream in a dual track school. In these situations, a review may be conducted under Board Procedure, PR.577CUR: Dual Track Review. The Review may require Board approval to begin a Program Area Review.

PART 4: Financial Support

Funds are provided through the Ministry of Education from the Special Purpose Language Grant to support French as a Second Language programs. This is allocated to the Board on the basis of enrolment in all French programs: Core French, French Immersion and Extended French programs.

6.27. Startup Costs

For SK French Immersion programs, schools designated as new sites receive a subsidy for each new class to the school as well as an annual library supplement.

For Grade 4 programs, ~~both French Immersion and~~ Junior Extended French, schools designated as new sites receive a subsidy for each new class to the school as well as an annual library supplement.

6.28. Operating Budgets

Immersion and Extended French schools receive a supplement which is

included in school budgets. Principals in consultation with school staff determine the budget priorities for each school.

PART 5: Transportation

- (a) Where transportation is approved by the Transportation Department, students from Senior Kindergarten to Grade 5 will be transported by bus. **Where transportation is approved by the Transportation Department, students** from Grades 6 to 8 will be provided with TTC tickets.
- (b) Students may be transported to French Immersion and Extended French programs if the distance from home to school exceeds the following:
 - (i) Senior kindergarten to Grade 5: 1.6 km or more
 - (ii) Grade 6 to 8: 3.2km or more
- (c) Students who have elected to attend a French Immersion or Extended French program under Optional Attendance will not receive transportation.

PART 6: Human Resources

- (a) Administration of Core French, Extended French and French Immersion Programs

The administration of the program is under the supervision of a Superintendent. Program staff assists with implementation of the program and support for instruction. Principals are responsible for the day to day operation of programs in the schools.

- (b) Staffing

Staffing for French Immersion and Extended French programs is allocated to schools on the basis of staffing formulas as well as Regulations under the Education Act and/or Collective Agreement negotiated with the teacher unions. In addition, Designated Early Childhood Educators (in SK) are assigned to the program as allocated in the current year budget.

6.29. Teacher Qualifications

- (a) Teachers will hold an Ontario Teachers Certificate which qualifies them to teach in the English Language schools of Ontario. In addition, teachers of Core, Extended and Immersion French will hold Additional Qualifications to teach French as a Second Language in an English school.

- (b) Teachers without an Ontario Teachers' Certificate may teach under a Letter of Permission as allowed by the regulation on Teacher Certification.
- (c) For teachers with Ontario Teachers' Certificates but no additional qualification in French, boards may apply for them to teach under a Letter of Approval in certain circumstances.

PART 7: French as a Second Language Community Advisory Committee (FSLCAC)

The role of the FSLCAC is to consult with and advise the Board on French as a Second Language matters. As a Board community advisory committee, the FSLCAC will contribute to the work of trustees and staff. This partnership of trustees, staff and parents will foster excellence and growth in FSL programs at the Board.

7.0 EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years.

8.0 APPENDICES

Not Applicable

9.0 REFERENCE DOCUMENTS

Policies

- Optional Attendance (P013)
- Transportation of Students (P020)
- Child Care in Schools (P022)
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Revisions to Procedure PR582(a), Employee Expenditure Guidelines

To: Governance and Policy Committee

Date: 12 February, 2020

Report No.: 02-20-3840

Strategic Directions

- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

Recommendation

It is recommended that the revised Procedure PR582(a), Employee Expenditure Guidelines, renamed to the Employee Expense Procedure, as presented in this report, be received.

Context

In an effort to clarify the existing protocols which outline employee expenditure processes, staff undertook a review of the Employee Expenditure Procedure (Appendix A and Appendix B). The Procedure is aligned with the Employee and Trustee Expenses Policy (P016).

The draft Procedure was presented to Executive Council members for their input on January 28, 2020, which is reflected in the revised Procedure. The revised Employee Expense Procedure is being provided to the Committee for information.

Action Plan and Associated Timeline

The revised Employee Expense Procedure will be provided to the Board of Trustees on March 11, 2020 for information.

Resource Implications

No additional resources will be required for implementation of the revised Employee Expense Procedure.

Communications Considerations

The revised Employee Expense Procedure will be communicated through the System Leaders' Bulletin, TDSB Connects, and has been posted on the Board's internal and external website.

Board Policy and Procedure Reference(s)

- Policies
- Employee and Trustee Expenses Policy (P016)

Appendices

- Appendix A: Procedure PR582(a), Employee Expense – revised with track changes
- Appendix B: Procedure PR582(a), Employee Expense – revised clean version

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Toronto District School Board

Operational Procedure PR582(a)

Title: **EMPLOYEE ~~EXPENDITURE~~ EXPENSE GUIDELINES**

Adopted: March 27, 2007

~~Effected:~~ March 27, 2007,

Revised: October 3, 2011, October 9, 2012, April 2014, April, 2014 January 28, 2020

Reviewed: October 19, 2011; January 28, 2020

Authorization: Executive Council ~~Director's Council, Administrative Council~~ Executive Council

1.0 RATIONALE

This procedure is developed to support the Employee and Trustee Expenses Policy (P016). It outlines the parameters around expenses incurred by employees in carrying out their responsibilities while representing the interests of students, the community and the Board.

1.02.0 OBJECTIVE

To provide guidelines-requirements for ~~the-compliance and~~ administration of employee expenditures, including those relating to conferences, workshops, mileage travel and employee recognition.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is referred to as "TDSB".

Employees refer to all TDSB staff members and management personnel, including occasional, temporary and full-time staff.

Allowance is a lump-sum amount paid to the employee on top of salary or wages to help pay for certain anticipated expenses without requesting support of the expenses. It is usually a predetermined amount for a specific purpose and is used as the employee chooses. The TDSB supplementary allowance is intended for fuel, parking, depreciation, car maintenance and insurance.

Employee Reimbursement is a repayment to employees for their out of pocket expenses associated with carrying out duties of employment. The employee has to retain itemized receipts or documentation to support the expenses.

Itemized Receipt is a document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be in an original paper, original electronic or scanned copy format.

Greater Toronto Area (GTA) is a provincial planning area, which includes the City of Toronto, Regional Municipalities of York, Halton, Peel and Durham. See Appendix A for a map of the area.

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~~The Toronto District School Board's Business Services Finance and Operations department is committed to transparent and accountable business practices.~~

~~This document provides guidelines related to expenditures below:~~

~~**Section A:** Conferences & Workshops~~

~~**Section B:** Travel & Hospitality~~

~~**Section C:** Travel Expense – Mileage~~

~~**Section D:** Employee Recognition/Gifts of Appreciation~~

~~**Section E:** International Travel – Outside of North America~~

~~**Section F:** Trustee Expenses~~

~~Procedures and guidelines are based on widely accepted best practices and are reviewed and amended on an on-going basis in order to remain current and effective.~~

4.0 RESPONSIBILITY

~~Chief Financial Officer, Business Services Associate Director, Finance and Operations~~
Business Operations and Service Excellence

5.0 APPLICATION AND SCOPE

This procedure applies to all staff and departments, and provides guidance to employee expenditures and reimbursements.

This document provides requirements and restrictions related to expenditures below:

Section A: Employee Expenditures – General Requirements

Section B: Professional Development, Conferences & Workshops

Section C: Professional Dues and Membership Fees

Section D: Food, Hospitality and Gifts

Section E: Travel Expenses, Mileage and Supplementary Expense Allowances

Section F: International Travel – Outside of North America

Section G: Use of the Corporate Purchase Card

6.0 PROCEDURES

Section A- - Employee Expenditures – General Requirements

TDSB is committed to the accountability and transparency of public funds. As such, employees must ensure that all Board purchases are made in accordance to Broader Public Sector Procurement and Expenses directives.

1. Vendor Purchases

- Employees will procure through the Board's distribution center and/or the Board's contracted vendors in accordance to the Board's procurement process, whenever possible. Out-of-pocket expenses shall only be made under special circumstances or in emergency situations.
- The Board will decline reimbursement of expenses if they violate the Board's Purchasing policies and procedures.
- TDSB staff with expense approval authority will not approve any reimbursement of expenses that conflict with this procedure.
- Employees will repay the Board, if they were incorrectly reimbursed for an expense, or incurred a Board expense, that conflicts with this procedure.

2. Online Purchases

- Employees will refrain from purchasing goods through online e-commerce shopping sites such as Amazon or eBay. This applies to purchases made using a TDSB purchase card and purchases submitted to TDSB for employee reimbursement. This is because products purchased through online e-commerce shopping sites are not properly vetted by the Board. The quality and safety of the products cannot be verified, as the source is often unknown. Also, the Board is expected to conduct an open and competitive procurement process whenever applicable, to comply with the Broader Public Sector Procurement Di-

rective. These sites also generally do not provide the same level of service around product return, product recall and warranty protection, compared to Board approved vendors.

- Employees should contact the Purchasing department for assistance when they cannot locate an item from the Board's contracted vendors or the distribution center.

3. Personal Gift Cards

Materials purchased using a personal gift card is not a reimbursable expense.

Reimbursements are approved when money has been spent out-of-pocket and is supported by an itemized receipt.

4. Police Reference Checks

All incoming or existing TDSB employees are responsible for the cost of their police reference checks.

For Volunteers and Co-op Students - The TDSB has arranged with the Toronto Police Service for a special rate for volunteer police reference checks of \$20.00. This fee applies to co-op students who live in Toronto and have a postal code that begins with "M".

Volunteers and co-op students are responsible for the cost of the police reference check. Cost center managers have the discretion to assume these costs from their budgets when they deem it appropriate and necessary to ensure that these costs are not barriers to participation.

Section B Professional Development, Conferences & Workshops

1. GENERAL GUIDELINES/REQUIREMENTS

Applicants ~~will~~shall be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues.

Professional development, Conferences and workshops ~~wi~~shall be approved ~~subject-based on bto~~ budget availability and relevance to the staff's position. Management will ensure professional development opportunities are offered in a fair and equitable manner.

Parameters for approval should be aligned with the following:

- TDSB's priorities, school improvement plans, department action plans and/or Board-level multi-year strategic plan.
- Ministry of Education directives.
- Performance appraisal recommendations.

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Internal conferences, workshops and meetings ~~shall~~ will adhere to the expense guidelines and should be held in Board-owned facilities unless *prior* approval is obtained from the Director's Office.

The guiding principle of this section is that plans for travel, meals, accommodation and hospitality support Board objectives and are done in the most economical and/or practical fashion.

2. APPLICATION

The staff member ~~wi~~ shall make application for conference participation at least one month in advance through the Board's conference pre-approval process, using ~~either the~~ Out-of-Province Conferences and Workshops Form or the In-Province Conferences and Workshops Form.

The conference program detail must accompany the form in the submission for pre-approval.

Note: Participation in workshops ~~provided-offered~~ by ~~the~~ TDSB **does not** require the completion and submission of this form.

If a staff member is attending a complimentary conference, guest speaking engagement or professional development course, at no cost to the Board, but takes place during regular working hours, they must receive written approval from their immediate supervisor prior to registration. Pre-approval can be obtained either through email or signature of approval on the conference form.

3. PRE-AUTHORIZATION

Pre-Approval authorization is required for all professional development, conferences and workshops. The pre-approval decision is based on-subject to budget availability, scheduling arrangements and relevance of the conference topics and location. All applications must be authorized by the appropriate management level with the approver being superordinate to the applicant.

Where the applicant's immediate supervisor is not available to approve an expense ~~then~~, the "next ~~level~~" higher supervisor level must approve the expense. If applicable, the individual with budget signing authority for where the expense will be charged must also approve the expense.

For Out of Province Conferences:

Applicants require **prior** approval of the ~~Principal/Manager~~ staff's immediate supervisor, ~~Supervisory Officer, Chief Financial Officer, Chief Academic Officer(s), Deputy Director~~ Associated Director and the Director of Education/ or Designate, and the Executive Officer of Finance or designate (for budget approval).

For In Province Conferences – School based teaching staff only:

~~Applicants~~ Requires the **prior** approval of the ~~Principal/Manager, Chief Financial Officer~~ [CFO replacement position] and ~~Supervisory Officer/Designate~~ Principal and Superintendent. The pre-approval must consider both budget availability and eligibility to attend.

For In Province Conferences – All other staff not including school-based teaching staff:

Applicants require the **prior** approval of the staff's immediate supervisor or Supervisory officer, and the Executive Officer of Finance or designate (for budget approval).

Note: In all cases, authorization must be provided by the applicant's immediate supervisor or manager, at least one level higher than the applicant.

Authorized forms are to be returned to the applicant for reimbursement and to advise them of the approval.

4. ADVANCES AND PAYMENT PROCESS

There will be **no advances** issued to employees attending professional development sessions or events.

Employees must pay for the registration costs up front, and then claim reimbursement from the Board after the professional development session or event.

If employees are unable to attend, they must make the effort to request a refund and inform their immediate supervisor in a timely manner.

Reimbursements to employees are issued upon confirmation that the employee has completed the conference, course or workshop. The supervisor's sign-off on Part B of the conference form validates their attendance and approval for reimbursement. Exceptions may be made if the employee is unable to attend due to extraordinary circumstances, and if the expense is approved by the immediate supervisor and Executive Officer of Finance or designate.

Pre-payment of registration fees by the Board could be made under special circumstances, such as financial hardship, or when the threshold of out-of-pocket costs exceed \$2,500, as approved by the Executive Officer of Finance or designate, and provided that advance notice of two weeks or more is given before the payment deadline.

If the employee is unable to attend and is unable to obtain a refund, they must provide a valid reason for their absence; otherwise they must reimburse to the Board the amount prepaid to the vendor. The employee's supervisor is responsible for ensuring that the employee reimburses to the Board in a timely manner.

5. ~~A~~APPROVED AL OF EXPENSES

Approved expenses include meals, registration, transportation, accommodation and other reasonable expenses depending upon the location of the conference, but only when these expenses are not part of the conference fee.

5.1 Meal Allowance

~~Maximum meal expenditure per day shall be provided up to \$60 per day~~When a fixed meal allowance is claimed in accordance to the eligibility criteria outlined, employees are not required to submit their meal receipts with the claim.

~~and capped at the meal amounts laid out below. Original, itemized receipts must be provided with claims for reimbursement of actual meal expenses. Under no circumstances will the Board approve staff expensing of alcoholic beverages. The maximum meal allowance amounts are is inclusive of taxes and gratuity.~~

Multi-day or Overnight Conferences

A maximum daily meal allowance may be provided up to \$70 per day for overnight conferences if meals are not included in the conference fee. An agenda must be provided as supporting documentation, outlining the start and end times of the conference for approval purposes.

~~**Gratuity amounts are capped at 15% of pre-tax amounts.**~~

~~The \$60-70 maximum daily meal allowance per day expenditure guideline represents the sum of the following: composed of the following and cannot be pooled:~~

- ~~• \$10-20 for maximum daily breakfast allowance~~
- ~~• \$20-20 maximum daily for lunch allowance~~
- ~~• \$30-30 maximum daily for dinner allowance~~

The breakfast on the first multi-day or overnight conference is still considered a personal expense and will not be eligible for the allowance. When a staff is attending work on a regular work day, the breakfast is expected to precede the start of the work day and therefore is considered a personal expense.

Single day or Partial day (Less than 6 hours) Conferences

The \$20 breakfast allowance is not applicable for single day or partial day conferences, as breakfast is considered a personal expense before the start of a working day.

The \$20 lunch allowance may be claimed for single day or partial day conferences, when lunch is not provided at the conference.

The \$30 dinner allowance may be claimed for single day or partial day conferences, if the agenda goes beyond 6 p.m. and dinner is not provided at the conference.

These allowance amounts will be reviewed at least every two years and updated ~~periodically but at least every two (2) years~~ as required.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate. For out-of-country conferences please refer to Section F of this procedure.

5.2 Transportation

Mileage-All mileage shall will be reimbursed at the approved rate.:-

For international travel outside of North America, please refer to Section F.

Air Travel – Canada and US

Board staff will make air travel reservations through the Director's office and/or through the Board's approved travel agent for air travel which will be Board paid or reimbursed.

- Economy Airfare - as arranged through the Director's Office. The Board will pay basic economy or coach fares unless approved in advance by the Director of Education or designate, any upgrades are the responsibility of the staff member or trustee.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval from the Director or Associate Director must be attained.

Ground Travel

- Personal Vehicle - mileage reimbursed at the approved rate per kilometer of \$0.52 per km, to a maximum cost equivalent to economy airfare. The Board assumes no financial responsibility, including physical damage, or loss, or personal vehicles, whether owned or leased, other than paying the kilometer rate when used for Board business.

Staff using their personal vehicle for Board business will be reimbursed in accordance with the approved kilometer allowance. This allowance is to cover the costs of fuel, parking depreciation, maintenance and insurance.

Toll charges in the Greater Toronto Area (GTA) (e.g. 407 ETR) will not be covered. Toll charges outside of the GTA may be covered for eli-

gible travel relating to Board business and if approved by the staff's immediate supervisor, and will require submission of detailed receipts.

- Rental Vehicles - are generally not recommended unless it is demonstrably the most economical means of transportation.

Reimbursement of rental vehicles will occur up to the equivalent rate of the vehicle's kilometer reimbursement.

The cost of rental should also include applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- Documented and approved prior to rental if possible, and;
- Guided by the principle that the rental vehicle is the most economical and practical, and after taking into account the purpose, number of occupants and safety.

Rental of luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility, including liability, physical damage or loss, or rental vehicles. Those renting a vehicle must seek recovery from the rental vehicle agency and their insurer.

- Taxi or Ride Hailing Company (e.g. Uber, [Lyft](#)) – is permitted to and from the airport or for short occasional trips. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, [Lyft Lux](#), -Limousine service, etc.)
- Train – may be reimbursed up to the maximum of economy train fare.
- Public Transit – may be reimbursed for cost of the trip. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement.

Other Considerations for Ground Travel:

Where a number of staff members are attending the same function, shared travel should be considered where possible. Note that when multiple attendees are carpooling to the same destination, only the driver will claim reimbursement of vehicle costs.

All travel and other incidental expenses, including parking, taxi or ride hailing fare related to Board business will be reimbursed upon presentation of detailed receipts.

5.3 Accommodations

Accommodation expenses within the Greater Toronto Area (GTA) will not be reimbursed. For events outside the GTA, standard hotel accommodation as recommended by the conference or event, subject to availability is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate.

Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed. Hotel valet and home management costs (e.g. snow removal or housekeeping of staff's personal residence) will not be reimbursed.

Exceptions may be made to GTA accommodation expense reimbursements if:

1. Total length of travel (distance from the conference venue from the employee's residence and back exceeds 150 kilometers); AND
2. The agenda start and end times are earlier than 8 a.m. or later than 10 p.m. If the event end time is not stated on the agenda, it will be estimated as two hours from the beginning of the last agenda item.

For the above exceptions, prior approval from the Director or Associate Director must be attained, and must be supported by proper documentation.

For Events outside of the Greater Toronto Area (GTA)

For events outside the GTA, standard hotel accommodation as recommended by the event organizers, subject to availability, is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.

Reimbursement for accommodation expenses are permitted only for costs incurred no earlier than 24 hours prior to the start time of the event and no later than 24 hours after the end of the event, to provide flexibility around flight and other travel time. Effort should be made to schedule earliest travel time from start/end of the conference/event.

Employees are personally responsible for any additional overnight stays beyond this period.

5.4 Other Expenses

All other incidental expenses relating to Board business, supported by original-itemized receipts ~~shall~~ will be fully reimbursed if reasonable and justifiable.

5.5 Insurance

The Board's benefit program provides travel medical insurance coverage. Additional medical Health insurance associated to all business travel is considered a personal expense and will not be eligible for reimbursement. Most travel medical insurance plans will not cover pre-existing conditions. Employees should contact the insurance company to confirm prior to travelling.

Employees should consider purchasing the trip cancellation insurance for international travel to mitigate against risk of penalties resulting from unanticipated trip cancellations. (To confirm this with Tony Rossi)

Except for pre-existing conditions, in the event an insurer denies a claim due as a result of not providing a specific medical coverage or where the limits of insurance have been exhausted, an employee may be eligible for reimbursement.

Trip cancellation insurance associated to all business travel is considered an eligible expense for reimbursement and should be considered for all for flight travel and travel involving a tour operator. The Board's P-Card also provides insurance coverage around travel interruptions and cancellations. For more information, please consult TDSB's Insurance & Risk department or Accounts Payable department. Any unrecoverable costs due to not purchasing insurance, will be considered a personal expense.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate.

For international travel outside of North America, see Section E.

Conference expense reimbursements will be charged to the appropriate General Ledger (GL) account and Cost Centre (CC) as provided by the budget holder.

5. ADVANCES

~~There will be NO ADVANCES issued to delegates attending conferences.~~

~~6. PAYMENT OF REGISTRATION FEES~~

~~Registration fees are to be paid direct by the delegate and claimed for reimbursement on the Conference Form at the completion of the conference. Pre-payment of registration fees by the Accounts Payable Department may be made depending upon the cost of registration, and provided that sufficient advance notice is given. Purchase Cards generally will not be permitted to be used for payment of conference fees. Requests to use Purchase Cards for conference fees should be forwarded to the Comptroller of Finance for consideration.~~

7. SUBMISSION OF EXPENSE CLAIMS

Conference expense reimbursements will be charged to the appropriate General Ledger (GL) account and Cost Centre (CC) as provided by the budget holder.

Part B of the Conference Form detailing actual expenses claimed must be completed at the end of the conference and **must account for all expenditures** incurred including Board prepaid expenses such as airfare, etc. Requests for reimbursement must be made within six (6) months ~~from~~ of the date of travel.

Expenses supported by ~~original itemized~~ receipts ~~shall~~ will be fully reimbursed if reasonable and justifiable.

The delegate ~~shall~~ will submit the Conference Form and ~~original itemized~~ receipts as follows:

~~1. Out of Province:~~

~~Out of province~~ All conference forms and receipts are to be submitted to the budget holder for ~~ap~~ approval and then forwarded to the Accounts Payable Department for payment. Employees should retain a copy of the completed conference form and supporting receipts and documentation.

~~2. In Province:~~

~~In province conference forms and receipts are submitted to the budget holder for approval and then forwarded to the Accounts Payable Department for payment.~~

Notes:

- ~~i) In all cases authorization must be at least one level higher than the applicant.~~
- ~~ii) The P-Card generally may not be used to pay for conferences or workshops.~~

~~8. MAINTENANCE OF CONFERENCE RECORDS~~

~~The Superintendent/Designate should maintain a file copy of the completed conference forms for two (2) years for Out of Province conferences.~~

~~9. CONFERENCE EXPENSE CLARIFICATION~~

INCIDENTAL EXPENDITURES:

~~Expenses incurred for parking, telephone calls and taxi fare related to Board business will be reimbursed upon presentation of original detailed receipts.~~

MEALS:

~~Covered by the meal rates; original receipts are required.~~

ACCOMMODATION:

~~Accommodation expenses within the Greater Toronto Area are generally not applicable.~~

~~For events outside the GTA, standard hotel accommodation as recommended by the conference/event, subject to availability is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.~~

~~Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the appropriate Director / Deputy Director must be attained.~~

TRANSPORTATION:

~~Board staff should make air travel reservations through the Director's office and/or through the Board's approved travel agent for air travel which will be Board paid/reimbursed.~~

- ~~• Economy Airfare – as arranged through the Director's Office. The Board will pay basic economy/coach fares unless approved in advance by the Director of Education or designate, any upgrades are the responsibility of the staff member or trustee.~~

~~Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the appropriate Director / Deputy Director must be attained.~~

- ~~• Personal Vehicle – mileage reimbursed at the approved rate per kilometre to a maximum of the economy airfare. The Board assumes no financial responsibility of privately owned vehicles other than paying the kilometric rate when used on business. Those driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of an accident.~~

~~Staff using their personal vehicle for Board business will be reimbursed in accordance with the approved kilometre allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance. Toll charges in the Greater Toronto Area (e.g. 407 ETR) will not be covered.~~

- ~~• Rental Vehicles – are generally not preferred unless it is demonstrably the most economical means of transportation.~~

~~Reimbursement of rental vehicles will occur up to the equivalent rate of car kilometre allowance. The cost should include applicable insurance to mitigate liability to the Board. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:~~

- ~~• documented and approved prior to rental if possible, and;~~
- ~~• guided by the principle that the rental vehicle is the most economical and practical size taking into account the purpose, number of occupants and safety.~~

~~**Luxury and sport vehicles are prohibited.**~~

~~The Board assumes no financial responsibility of rented vehicles. Those driving a rented vehicle on Board business cannot make claims to the Board for damages as a result of an accident.~~

- ~~Taxi~~ to and from airport.
- ~~Train~~ reimbursed to maximum of economy fare.

~~Where a number of staff members are attending the same function, shared travel should be considered and required where possible.~~

Section BC Course Fees, Professional Dues and Membership Fees

Reimbursement of professional dues or membership fees is permitted, if the following criteria are met:

- The professional designation or membership is listed as a requirement or an asset for the position, as per the job posting or Position Content Information Questionnaire.
- The Supervisory Officer of the department will assess the benefits of the designation or membership to the Board, and determine whether the designation or membership is necessary for the position and if reimbursement is justifiable. Management must ensure they are equitable in their approval of these reimbursements.
- If the employee voluntarily leaves the position within one year of the reimbursement of annual professional dues and membership fees, the employee will reimburse the Board for the prorated amount of the fees, based on the number of months active in the role. In certain cases, the employee will provide TDSB with their new employer's information for billing of the prorated fees.

Generally, the Board will not reimburse any course fees when an employee is working towards a professional designation or professional certification. This is regardless of whether those courses are listed as a requirement or an asset for the position. However, exceptions may be made if approved by the Executive Officer of Finance or designate.

Below are some factors for consideration for approving course fees:

- Amount of professional development budget in the department.
- Equitable access and approval of the funds across all staff in the department.
- Partial or proration of the payment can be considered, if justifiable.

The employee should be made aware that if the course is not a requirement to the position; the amount will be treated as a taxable benefit to the employee.

When an employee needs to attend a course or exam during regular working hours, their absence from work must be pre-approved by their immediate supervisor. Their immediate supervisor will determine the appropriate documentation of the absence, in accordance to the Board's policies and procedures.

ADVANCES AND PAYMENT PROCESS

Employees must pay for course fees, professional dues and membership fees up front, and then claim reimbursement from the Board with submission of the invoice and proof of payment, attached to a cheque requisition form signed by the Supervisory Officer of the Department and Executive Officer of Finance or designate.

Payment of professional dues, course fees, conference fees and membership fees is the personal responsibility of the employee. The Board is not responsible for any penalties or charges associated with late payments.

Under exceptional circumstances, such as financial hardship, the employee may request to have the Board pay the vendor directly if they obtain pre-approval from the Executive Officer of Finance or designate at least two weeks in advance of payment due date.

Section D ~~Travel~~ Food, Hospitality and Gifts & Hospitality

1. GENERAL GUIDELINES/REQUIREMENTS

- (a) Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Board's expense to persons who are not engaged in work for:
 - ~~—~~ Toronto District School Board (TDSB);
 - ~~—~~ Designated Broader Public Sector (BPS) organizations; and
 - ~~—~~ Any of the Ontario government ministries, agencies and public entities covered by the ~~Ontario Ministry of Finance~~ Broader Public Sector Expenses Directive of the Ontario Management Board of Cabinet.
- (b) Hospitality should be extended in an appropriate and consistent manner to facilitate Board business and is considered desirable as a matter of courtesy.

- (c) For reimbursement purposes, hosts must ensure that hospitality expenses are recorded, and records contain information for each function: (Where invoices are submitted for payment, a separate document confirming the following will be submitted ~~prior to~~ with the request to issue payment.)
 - a. The circumstances;
 - b. The form of hospitality;
 - c. The cost supported by original-itemized receipts;
 - d. Name and location of establishment;
 - e. Number of attendees;
 - f. Names of individuals entertained; and
 - g. Approval(s) by appropriate individuals.
- (d) Hospitality **may** be extended on behalf of the Board when sponsoring formal conferences, honouring distinguished persons, and/or conducting prestigious ceremonies attended by heads of private sector organizations.
- (e) Payment for alcoholic beverages using Board funds is **prohibited** under all circumstances, for any event at any hospitality event.
- (f) ~~The meal rates may only be claimed if the meals are not part of the registration fees or otherwise paid on the individual's behalf.~~
- ~~(g)~~ **Hospitality cannot be extended to employees of institutions that constitute part of the Broader Public Sector. Examples are: employees of school boards, the Ministry of Education or employees of hospital networks.**

2. FOOD AT MEETINGS AND PROFESSIONAL DEVELOPMENT SESSIONS

Board funds cannot be used to purchase food for Board employees or other employees of the Broader Public Sector, except under the following circumstances:

Exceptions:

- Externally mandated ~~Full-day~~ professional development:
 - ~~Meals~~ A light meal or refreshments may be offered ~~as part of externally directed during a full-day~~ TDSB staff professional development sessions at an off-site location. Meals cannot be offered if they are conducting professional development sessions at their ordinary place of work. ~~In that instance only, a light lunch may be offered.~~

- ~~Board /Committee Meetings:~~
Meals, at a reasonable cost, may be provided at Trustee meetings, and Committee meetings which extend the length of the workday past 6:00 p.m.
- ~~_____Meetings during the work day:~~
A light meal or refreshments may be provided at _____Mmeetings_____ which that occur during a time period where it is not reasonable for participants TDSB staff members to have an are not provided an opportunity for a meal lunch break. Staff should try to schedule meetings accordingly, to allow time for a meal break. _____, a light meal may be offered.
- ~~After-hour Meetings:~~
A light meal or refreshments may be provided at TDSB meetings, or professional development sessions that extend the length of the workday, past 6 pm, when staff members are not provided an opportunity for a meal break prior to the meeting.

Staff may also consume meals provided at Trustee meetings, and Committee meetings, which extend the length of the workday past 6 p.m.

Other Considerations around Food

Non-alcoholic beverages, at a reasonable cost, may be provided at group meetings and professional development training sessions, where appropriate, when there are participants who are not employees of the Broader Public Sector.-

~~(h) The maximum meal expenditures shall be provided and capped at the meal amounts indicated below. Original, itemized receipts must be provided with claims for reimbursement of meal expenses.~~

~~The Expenditure Guideline is composed of the following cost per person (including all taxes, delivery, etc...):~~

~~\$10 for breakfast~~

~~\$20 for lunch~~

~~\$30 for dinner~~The maximum cost per staff member for any meal or refreshment, if allowable under the terms of this section, is capped at the following rates, in accordance to the OPS Travel, Meals & Hospitality Expenses Directive:

\$10.00 per person for breakfast

\$12.50 per person for lunch

\$22.50 per person for dinner

The amounts above are inclusive of taxes and up to 15% in gratuities. If the meal is centrally catered, the average cost per individual must not exceed these maximums. It is recommended, whenever possible, to use TDSB catering services, if they are located on the meeting site.

For daily meal allowances relating to conferences, please refer to Section B - *Professional Development, Conferences & Workshops* of this procedure.

3. — ACCEPTANCE OR OFFER OF HOSPITALITY

Acceptance or offer of hospitality may constitute actual or perceived conflict of interest. Therefore, employees will consider the potential risks and exercise caution before accepting or offering gifts.

An employee will only accept the hospitality of a gift in the course of the professional relationship, if all of the following criteria are met:

- The gift is of nominal value and is infrequent and non-recurring, such as holiday candies or inexpensive give-aways;
- An employee believes that the gift giver is not trying to obligate them, or improperly influence a decision;
- It is considered normal and acceptable business practice for the purposes of courtesy and good business relations; and
- Acceptance of the hospitality does not conflict with Board policies and procedures, and generally accepted ethical standards.

3.1 Hospitality from Vendors

~~Acceptance of hospitality from vendors (current or prospective) may constitute a conflict of interest and may therefore be prohibited.~~
Managers ~~should~~ shall be responsible for ensuring that staff is made aware of these potential conflicts as outlined in:

- ~~Policy P.057—Employee Conflict of Interest Policy (P057); and MP and~~
- ~~the accompanying Operational Procedure PR 673 BUS—Employee and Community Partners Conflict of Interest Operating procedure (PR673).~~

TDSB staff member shall decline any gifts and hospitality of value from vendors when the estimated value exceeds \$50. Acceptance of gifts and hospitality from vendors may be perceived as a conflict of interest.

Donations, sponsorships or gifts in kind to TDSB are permissible as long as they are not provided to specific staff members, but are intended to benefit the Board or its students (e.g. as part of fundraising initiatives).

3.2 Hospitality to Vendors

~~In~~Under no circumstances can hospitality, incidentals or food expenses be considered allowable expenses for consultants and contractors.

Consultants are prohibited from claiming expenses such as:

~~m~~ Meals, snacks and beverages,

~~g~~ gratuities and

~~valet services~~

~~personal telephone calls~~ other expenses outside of the contractor agreement.

~~home management~~

~~dry cleaning~~

3.3 Tokens of Appreciation and Honoraria to TDSB employees

No cash gifts, gift cards or honoraria are to be given or received by any employee.

Exceptions are Board 25-Year Pins and the Board's Retirement Reception.

Board funds are not to be used to purchase gifts for staff members or families due to "life events" such as births, deaths and retirements. These are considered personal and not reimbursable. A staff fund or collection from personal funds should pay for these events. TDSB 25-Year Pins are exempted.

3.4 Tokens of Appreciation and Honoraria to individuals who are not TDSB employees

Appropriate token gifts of appreciation, valued at up to \$50, may be offered in exchange for services and expertise from people who are not TDSB employees, such as volunteers or guest speakers. Gifts valued over \$50 must have prior approval from the Director or designate.

Honoraria are token payments to individuals when it is not practical for them to invoice the Board. Honoraria payments are limited to a maximum of \$50 per person per year. Request for payment should include the individual's name, detailed mailing address, and description of the purpose, date and amount. Amounts in excess of \$50 must be properly invoiced by the service provider. Honoraria must not be paid to Board employees.

Monetary gifts or gift cards are cash equivalents and can have tax implications for the recipient and for TDSB. Educational gifts such as books or TDSB merchandise are preferred over cash gifts or gift cards.

If Board funds are to be used to purchase gifts of appreciation, staff must retain itemized receipts of the purchases, with a detailed written description of the purpose of the gift, and the name of the recipient. This includes gift cards purchased through Board p-cards. The school or department shall retain documentation of the recipient's sign off, confirming receipt of the gift, for audit purposes.

Section ~~CE~~ Travel Expenses, — Mileage and Supplementary Expense Allowances

1. GENERAL GUIDELINES/REQUIREMENTS

1.1 Auto Mileage Reimbursement

An automobile mileage claim ~~may be made~~ is calculated based on for the lesser of:

i) ~~authorized~~ Authorized travel on Board business to off-site meeting locations from your ordinary place of business (or regular TDSB office location); or

ii) Authorized travel on Board business to offsite locations from your home.

~~or home (whichever is less)~~ Employees can only claim mileage and parking costs,) if you are not already receiving a Supplementary Expense Allowance, or if the travel is outside of the GTA.

Toll charges in the Greater Toronto Area (e.g. 407 ETR) will not be covered, unless stipulated in the employee's employment contract. Toll charges relating to personal travel, including trips to and from work, are considered a taxable benefit.

Parking will be reimbursed upon presentation of appropriate receipts.

Unless otherwise provided for, employees who use their vehicle on Board approved business ~~shall~~ will be reimbursed on a per kilometre ~~erre~~ basis. ~~that is the equivalent rate paid by the Province of Ontario to its employees and The Board~~ will be reviewed annually review the Canada Revenue Agency recommended mileage rates annually to determine adjustments, if any. The per kilometer reimbursement rate is \$0.52.

1.2 Supplementary Expense Allowances (SEA)

The Supplementary Expense Allowance covers vehicle gas costs, parking, maintenance, depreciation, taxi and other discretionary business-related expenses not reimbursable through Board funds.

Separate claims may be made for travel related to conferences and workshops outside of the GTA.

Supplementary expense allowance can only be granted upon approval by the department Supervisory Officer or Executive Superintendent.

Parking will be reimbursed upon presentation of appropriate receipts.

NOTE: Automobile reimbursements and Supplementary Expense Allowance are discretionary costs and paid from the school or department discretionary budget.

T2200 Declaration of Conditions of Employment forms are automatically issued to employees receiving the Supplementary Expense Allowance before the end of February of each year. Employees who are required to travel for Board business but who do not receive a Supplementary Expense Allowance may request a T2200 form through the Compensation services department.

1.3 Other modes of travel for staff travel between TDSB sites or to meetings

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted for short occasional trips if pre-approved by their manager. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Public Transit – may be reimbursed for the cost of the trip if pre-approved by their manager. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement.

2. APPLICATION

The employee ~~shall~~ will prepare and submit the Request for Automobile Mileage Reimbursement to their School Principal or Department Manager for approval.

3. APPROVAL AND PAYMENT

The approved Request for Automobile Mileage Reimbursement will be processed using SAP HR/PY. Employees are reimbursed for mileage on their pay deposit. ~~Requests for reimbursement must be made within six (6) months of the date of travel.~~ Mileage for conferences will not be reimbursed through SAP HR/PY and will be claimed as part of the conference reimbursement process.

~~Section D – Employee Recognition/Gifts of Appreciation~~

~~1. GENERAL GUIDELINES~~

~~No cash gifts, gift cards or honoraria are to be given or received by any employee. Exceptions are Board 25 Year Pins and the Board's Retirement Reception.~~

~~2. LIFE EVENTS~~

~~Board funds are not to be used to purchase gifts for staff members or families due to "life events" such as births, deaths and retirements. These are considered personal and not reimbursable. A staff fund or collection~~

~~from personal funds should pay for these events. TDSB 25 Year Pins are exempted.~~

Section **EF** International Travel – Outside of North America

Please note: Expenses must be supported by receipts.

1. **GENERAL GUIDELINES/REQUIREMENTS**

Applicants shall be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues.

The guiding principle of this section is that plans for travel, meals, accommodation and hospitality, support Board objectives and are done in the most economical and/or practical fashion *outside* of North America.

TRAVEL:

The type of travel selected should be the most practical and economical way to travel to align with the principles established in the BPS directive.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the appropriate Director ~~/Deputy~~ or Associate Director must be attained.

ACCOMMODATION:

A standard room is the set option for accommodation consistent with the principle of value for money.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations, etc., as well as, prior approval by the appropriate Director or Associate ~~/Deputy~~ Director.

MEALS:

When travelling abroad, the meal provisioning in PR 582 may not be applicable to the destination of the individual. The maximum reimbursable daily amount will be determined by the Travel Directive (Appendix D), National Joint Council, found at: <https://www.njc-cnm.gc.ca/directive/d10/en>

<http://www.njc-cnm.gc.ca/index.php?lang=eng>—in effect during the period of travel.

~~Original-detailed~~Itemized receipts must be presented as part of the expense claim to be reimbursed in accordance with BPS and audit requirements. Pooling of meal ~~allowances-rates~~ is not permitted (the meal must be consumed in order to claim that meal's allowance).

For example: —Adelaide, Australia has an allowance of \$27.45 for breakfast, \$37.40 for lunch and \$52.20 for dinner (funds are in the applicable currency as indicated in Appendix D).

TDSB will reimburse up to that amount where ~~detailed, original~~itemized receipts are presented.

<u>Travel to</u>	<u>Meal Reimbursement Rates found in</u>	<u>Application for this Directive</u>
<u>USA</u>	<u>Please refer to Section B of this PR582a Employee Expenditure Guideline</u>	<u>Please refer to Section B of this PR582a Employee Expenditure Guideline</u>
<u>International (outside Canada and continental USA)</u>	<u>Appendix D of National Joint Council Travel Directive</u>	<u>- rates are in the funds identified for each country</u> <u>- there are often different rates dependent on the city</u> <u>- rates include taxes and gratuities</u>

INCIDENTAL EXPENSES:

Incidental expenses, where appropriate, will be reimbursed upon presentation of ~~detailed, original~~itemized receipts.

ALCOHOL:

Alcohol cannot be claimed or expensed and should not appear on receipts presented for reimbursement.

Section G Use of the Corporate Purchase Card

The Purchase card (P-card) program provides an efficient method of processing and controlling a large volume of low value purchases made by Board staff. The

Board benefits from cost savings, improved financial control, and ease of use for staff. The purchase card is a mechanism for acquiring low dollar purchases.

1. Requirements & Credit Limits:

Card Number

Each purchase card will have a unique number, and will be issued in the name of the Board employee who has been authorized to use that card. The card is not transferable to any other employee, even if that other employee is also authorized to use a purchase card on behalf of the Board. Only the person to whom the card is issued may use the card.

Authority

Purchasing authority for low value purchases is delegated to Cost Centre Managers in accordance with the Board's Purchasing Policy and this policy.

Card Holders

The Card Administrator will issue a purchase card to those employees approved by the Cost Centre Manager.

Programmed Limits

All purchases must be made within the limits of each school/department's budget and all purchases are to be made in accordance with Board policies and procedures and this policy.

Purchase Card limits are set for each individual card, according to the amounts outlined in *Delegation of Authority Procedure (PR711)*, under Purchase Card Agreement and Limits, and are entered into the Card Issuer's computer system. All limits include all taxes where applicable. For restaurant meal expenditures, the maximum gratuity that can be charged is 15% of the pre-tax invoice amount.

Other Limits

In addition to the programmed limits established, employees must NOT use a purchase card in the following circumstances:

- to bypass an existing tendered contract;
- when the goods are available from the Distribution Centre;
- when the cost of the goods or services would be significantly increased as a result of using the card, and an alternative method of payment is available (i.e., a discount is provided by the vendor as a result of not using the card);

- to purchase excluded goods and services specified by the Board;
- to purchase alcoholic beverages (liquor, wine, beer);
- to obtain cash advances;
- to bypass Board Purchasing Policies and Procedures;
- to make purchases applicable to a budget other than the Cardholder's;
- to make purchases normally purchased through non-public funds;
- to place an order via cellular phone;
- splitting of purchases into two (2) or more transactions to bypass the transaction limit;
- to make personal purchases. Personal purchases include, but are not limited to, gifts or acknowledgements for employees, and contributions to retirement events. Such expenses should be via contribution, a local social fund or individual collections;
- to circumvent any Board policy, legislation or budgetary control system;
- for furniture and equipment, including microcomputers and peripherals.

Personal Purchases or Missing Receipts

Personal use of the P-card could result in immediate cancellation of the card and further disciplinary action as deemed necessary. The P-card user is responsible for repayment of personal purchases made through the p-card and for purchases not supported by original receipts. The cardholder can reimburse the Board by sending a cheque to the Board, in the amount of the unsupported or ineligible p-card expense, addressed to the Toronto District School Board, and send it to the TDSB General Accounting department with an accompanying letter outlining the details of the reimbursement.

Refunds

No Cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to a purchase card. The vendor in all cases must issue a credit to the purchase card.

Cardholder Agreement

The Card Administrator will inform each Cardholder in writing of the Cardholder's responsibilities, requirements and restrictions regarding the use of the purchase card. The Cardholder will agree to the responsibilities, requirements and restrictions in writing through the acknowledgement form, and to confirm that they have read the purchase card policies and procedures (Form AC-204 - Schedule A).

Liability - Board

The liability for authorized use of a purchase card rests with the Board, and not the individual Cardholder. The liability to the Board for the unauthorized use of a purchase card following loss or theft of the card is limited to \$50. The Board is not liable for any unauthorized use of the card, which occurs after notification of loss, theft or cancellation has been received by the Card Issuer.

Liability - Cardholder

Cardholders will be held liable for any misuse of a card, or willful disregard of policy or procedures, which result in fraud, collusion, or a loss of money. Misuse of the card may result in disciplinary action.

Foreign Currency

All international purchases must go through the Purchasing department. Purchases made outside Canada will be converted to Canadian funds at a rate established by the Card Issuer. The P-Card is not to be used where customs and GST are to be invoiced separately to the Board. The Cardholder should contact Purchasing & Distribution Services for the correct procedure to be followed in those cases.

Purchases Made With the Purchase Card

Cardholders may make purchases by quoting the purchase card number to vendors. This may be done by facsimile, telephone, or in person. The Cardholder must ensure that:

- Records of purchases made with a purchase card are to be retained by the Cardholder for reconciliation, account verification and audit purposes (i.e. purchase card receipts and itemized receipts, credit notes, vendor notices, etc.);
- The appropriate provincial sales tax and Goods & Services Tax are paid where applicable;
- For over-the-counter transactions, the Cardholder will certify that the goods have been received or the services have been rendered by PIN technology; when goods are shipped, the Cardholder must ensure that the shipment matches the order or sales slip;
- For telephone or facsimile orders, the Cardholder must request the vendor to submit a copy of the sales slip with the shipment.

Process for the P-Card Requests, Cancellations, Profile and Limit Changes

Please refer to the Business services website for detailed instructions for request of a new p-card, card cancellation, profile changes or p-card limit changes. Any changes to p-card limits are temporary.

The manager of the Cardholder will be responsible for notifying the Accounts Payable department and initiating the account change or card cancellation, when the Cardholder leaves their school, department or the Board, or when the Cardholder no longer requires the P-card.

Disputed Charges

Disputed charges are handled as follows:

- Items charged on monthly statements of accounts that do not accurately reflect the transactions made by the Cardholder (i.e. Card Issuer errors such as wrong amount, incorrect account number, multiple postings of the same item, etc.) are considered to be disputed items;
- The Cardholder must notify the Card Issuer immediately about disputed items as well as inform the Cost Centre Manager concerned. Disputed items reported by Cardholders will be credited on the individual statement the following month (provided they are legitimate). The amount indicated on the statement is the amount, which will be paid to the Card Issuer;
- The Cardholder will provide information and assistance to the Card Issuer to settle the disputed items as required;
- If the questionable item is not a Card Issuer error (i.e. late delivery, defective goods, wrong price, quantity difference, returned goods, etc.), the matter must be settled directly with the vendor, by the Cardholder. Such matters must be drawn to the vendor's attention immediately so as to minimize the delay in obtaining a credit to the purchase card account.

Reconciliation and Payment of Monthly Statements

Purchase card payments are processed as follows:

- The Card Issuer will provide one bill monthly to the Accounts Payable Department, regardless of the number of cards used at the Board. The Board will pay the Card Issuer according to the payment terms;
- Cardholders must login to Spend Dynamics to access and print their monthly statement. The monthly cycle starts on the 7th of the month and ends on the 6th of the following month;
- Cardholders must attach receipts to the monthly statement and Cardholders and Cost Centre Managers must state, when no detail, the purpose and confirm by signature that the purchase receipts match the monthly statement and that purchase is consistent with Board policies.

Audit

All transactions are subject to both internal and external audit, and supporting documents must be retained for six (6) years plus the current year. If any of the following documentation is requested for an audit and was not kept on file, the

records will be obtained from the bank at school/department expense. The Cost Centre Manager must ensure that the following documentation is retained in a secure location for audit purposes:

- Monthly statement from the Card Issuer, approved and signed by the Cardholder and the Cost Centre Manager;
—A copy of all supporting documentation.

•

~~Section F~~ Trustee Expenses

~~1.~~ GENERAL GUIDELINES

~~Trustee reimbursements and classifications for discretionary expenses are defined within this procedure and section and stated in Policy P.016.~~

~~5.0~~ DEFINITIONS

~~*Basic Provisions:* Goods and services provided by the Board for Board related activities and paid from central budgets.~~

~~Required travel including use of personal vehicle at the Board approved per kilometre rate or air travel (shall be arranged through Director's Office)~~

~~Trustees shall be permitted to expense the following:~~

- ~~Telephone and voice mail in the Trustee's office~~

~~Board approved computer equipment and software as indicated below:~~

- ~~First time equipping of up to three (3) communication devices including a smart phone and two (2) other devices such as a laptop/desktop or tablet. Refresh of technology will occur when devices can no longer support the applications required for continued usage.~~
- ~~Professional Development/Conferences/Workshops related to the role of Trustees.~~
- ~~Trustee Honoraria for attending special Board approved committee including expenses.~~
- ~~Any other expenses as determined and approved by the Chair of the Board. Or, in the case of the Chair, expenses are to be approved by the Director.~~

~~*Discretionary Provisions:* Goods and services provided by the Board or paid by Trustees (out of pocket) and reimbursed to the Trustee, charged against Trustee budgets.~~

- ~~• Personalized stationery (letterhead, business cards).~~
- ~~• Additional approved smart phone accessories and all Board related usage charges.~~
- ~~• Miscellaneous travel expenses and associated parking (i.e. ward meetings, school visits, constituent meetings, as determined by the Trustee), including taxi service.~~
- ~~• Newsletters, flyers, postage, courier charges, school council support.~~
- ~~• Other appropriate expenses as determined by the Trustee and approved by the Chair.~~

~~6.0~~ **PERSONAL EXPENSES**

~~All out of pocket reimbursements must be supported by original, detailed receipts/logs.~~

~~Trustees will be reimbursed for out of pocket, travel and other miscellaneous expenses by completing form 509A & B, Trustee Expense Claim:~~

- ~~i. requires original, detailed receipts and travel log;~~
- ~~ii. appropriate approval is obtained~~

~~Notification~~

~~Trustees shall be notified of any and all changes to the budget for basic provisions.~~

~~7.0~~

7.0 APPENDICES

~~A: Map of Greater Toronto Area (GTA)~~

~~Appendix A: How to Complete an Expense Claim~~

8.0 REFERENCE DOCUMENTS

Policies and Procedures:

~~P016:~~ Employee and Trustee Expenses (P016)

Employee Conflict of Interest (P057 EMP)

Employee and Community Partners Conflict of Interest (PR673 BUS)

Delegation of Authority Procedure (PR711)

Directives:

- Broader Public Sector Expenses Directive, Management Board of Cabinet
—Travel Directive, National Joint Council (Appendix D, Rates for International
Travel): <https://www.njc-cnm.gc.ca/directive/d10/en> [http://www.njc-](http://www.njc-cnm.gc.ca/index.php?lang=eng)
[cnm.gc.ca/index.php?lang=eng](http://www.njc-cnm.gc.ca/index.php?lang=eng)

Forms

- ~~Form 509 A & B: Trustee Expense Claim Form and Budget Guidelines~~
~~(front and back)~~
- ~~Form 509 C: Mileage Claim, Trustee Travel Log~~
- ~~AC-215A In-Province Conference & Workshop Form~~
- ~~AC-215 Out-of-Province Conference & Workshop Form~~
- ~~National Joint Council Rates for International Travel~~

Appendix A

How To Complete an Expense Claim

~~Trustees receive a total discretionary budget of \$27,000 annually, inclusive of constituency assistant expenditures. The annual budget for each trustee for discretionary office expense budgets, including professional development is \$11,780.~~

~~Obtain Trustee Expense Claim form (Form 509A & B).~~

~~Keep all receipts—only original, detailed receipts are acceptable. Please note that there will be no reimbursement for alcohol.~~

~~Indicate on each receipt what the payment was for (reason for the business expense) i.e., office supplies, postage, parking (see Form 509B [back of form]).~~

~~Submit regularly (monthly) to your Administrative Liaison.~~

~~Claiming Mileage—two types (Form 509C).~~

~~(a) **Board Travel Expense**—attending Board and Standing Committee Meetings and other activities as required by the Board or legislation—travel log required~~

~~(b) **General Trustee Expense**—travel to meetings and locations at the discretion of the trustee—travel log required~~

~~Expense Claim form is completed and signed by trustee and Chair. In the case of the Chair, it is signed by the Director or Director's Designate.~~

~~Your Administrative Liaison will submit the expense claim to Accounts Payable for reimbursement.~~

~~Trustees will receive an email notification that the funds have been deposited electronically in your bank account. Deposits are made on Tuesdays and Thursdays.~~

APPENDIX A: MAP OF GREATER TORONTO AREA

Greater Toronto Area



Toronto District School Board

Operational Procedure PR582(a)

Title: **EMPLOYEE EXPENSE**

Adopted: March 27, 2007

Effected: March 27, 2007

Revised: October 3, 2011, October 9, 2012, April 2014, January 28, 2020

Reviewed: October 19, 2011; January 28, 2020

Authorization: Executive Council

1.0 RATIONALE

This procedure is developed to support the Employee and Trustee Expenses Policy (P016). It outlines the parameters around expenses incurred by employees in carrying out their responsibilities while representing the interests of students, the community and the Board.

2.0 OBJECTIVE

To provide requirements for compliance and administration of employee expenditures, including those relating to conferences, workshops, travel and employee recognition.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is referred to as "TDSB".

Employees refer to all TDSB staff members and management personnel, including occasional, temporary and full-time staff.

Allowance is a lump-sum amount paid to the employee on top of salary or wages to help pay for certain anticipated expenses without requesting support of the expenses. It is usually a predetermined amount for a specific purpose and is used as the employee chooses. The TDSB supplementary allowance is intended for fuel, parking, depreciation, car maintenance and insurance.

Employee Reimbursement is a repayment to employees for their out of pocket expenses associated with carrying out duties of employment. The employee has to retain itemized receipts or documentation to support the expenses.

Itemized Receipt is a document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be in an original paper, original electronic or scanned copy format.

Greater Toronto Area (GTA) is a provincial planning area, which includes the City of Toronto, Regional Municipalities of York, Halton, Peel and Durham. See Appendix A for a map of the area.

4.0 RESPONSIBILITY

Associate Director, Business Operations and Service Excellence

5.0 APPLICATION AND SCOPE

This procedure applies to all staff and departments, and provides guidance to employee expenditures and reimbursements.

This document provides requirements and restrictions related to expenditures below:

Section A: Employee Expenditures – General Requirements

Section B: Professional Development, Conferences & Workshops

Section C: Professional Dues and Membership Fees

Section D: Food, Hospitality and Gifts

Section E: Travel Expenses, Mileage and Supplementary Expense Allowances

Section F: International Travel – Outside of North America

Section G: Use of the Corporate Purchase Card

6.0 PROCEDURES

Section A Employee Expenditures – General Requirements

TDSB is committed to the accountability and transparency of public funds. As such, employees must ensure that all Board purchases are made in accordance to Broader Public Sector Procurement and Expenses directives.

1. Vendor Purchases

- Employees will procure through the Board's distribution center and/or the Board's contracted vendors in accordance to the Board's procurement process, whenever possible. Out-of-pocket expenses shall only be made under special circumstances or in emergency situations.
- The Board will decline reimbursement of expenses if they violate the Board's Purchasing policies and procedures.
- TDSB staff with expense approval authority will not approve any reimbursement of expenses that conflict with this procedure.
- Employees will repay the Board, if they were incorrectly reimbursed for an expense, or incurred a Board expense, that conflicts with this procedure.

2. Online Purchases

- Employees will refrain from purchasing goods through online e-commerce shopping sites such as Amazon or eBay. This applies to purchases made using a TDSB purchase card and purchases submitted to TDSB for employee reimbursement. This is because products purchased through online e-commerce shopping sites are not properly vetted by the Board. The quality and safety of the products cannot be verified, as the source is often unknown. Also, the Board is expected to conduct an open and competitive procurement process whenever applicable, to comply with the Broader Public Sector Procurement Directive. These sites also generally do not provide the same level of service around product return, product recall and warranty protection, compared to Board approved vendors.
- Employees should contact the Purchasing department for assistance when they cannot locate an item from the Board's contracted vendors or the distribution center.

3. Personal Gift Cards

Materials purchased using a personal gift card is not a reimbursable expense.

Reimbursements are approved when money has been spent out-of-pocket and is supported by an itemized receipt.

4. Police Reference Checks

All incoming or existing TDSB employees are responsible for the cost of their police reference checks.

For Volunteers and Co-op Students - The TDSB has arranged with the Toronto Police Service for a special rate for volunteer police reference checks of \$20.00. This fee applies to co-op students who live in Toronto and have a postal code that begins with "M".

Volunteers and co-op students are responsible for the cost of the police reference check. Cost center managers have the discretion to assume these costs from their budgets when they deem it appropriate and necessary to ensure that these costs are not barriers to participation.

Section B Professional Development, Conferences & Workshops

1. GENERAL REQUIREMENTS

Applicants will be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues.

Professional development, conferences and workshops will be approved based on budget availability and relevance to the staff's position. Management will ensure professional development opportunities are offered in a fair and equitable manner.

Parameters for approval should be aligned with the following:

- TDSB's priorities, school improvement plans, department action plans and/or Board-level multi-year strategic plan.
- Ministry of Education directives.
- Performance appraisal recommendations.

Internal conferences, workshops and meetings will adhere to the expense guidelines and should be held in Board-owned facilities unless *prior* approval is obtained from the Director's Office.

The guiding principle of this section is that plans for travel, meals, accommodation and hospitality support Board objectives and are done in the most economical and/or practical fashion.

2. APPLICATION

The staff member will make application for conference participation at least one month in advance through the Board's conference pre-approval process, using the [Out-of-Province Conferences and Workshops Form](#) or the [In-Province Conferences and Workshops Form](#).

The conference program detail must accompany the form in the submission for pre-approval.

Note: Participation in workshops offered by TDSB **does not** require the completion and submission of this form.

If a staff member is attending a complimentary conference, guest speaking engagement or professional development course, at no cost to the Board, but takes place during regular working hours, they must receive written approval from their immediate supervisor prior to registration. Pre-approval can be obtained either through email or signature of approval on the conference form.

3. PRE-AUTHORIZATION

Pre-approval is required for all professional development, conferences and workshops. The pre-approval decision is based on budget availability, scheduling arrangements and relevance of the conference topics. All applications must be authorized by the appropriate management level with the approver being superordinate to the applicant.

Where the applicant's immediate supervisor is not available to approve an expense, the next higher supervisor level must approve the expense. If applicable, the individual with budget signing authority for where the expense will be charged must also approve the expense.

For Out of Province Conferences:

Applicants require **prior** approval of the staff's immediate supervisor and the Director of Education or Designate, and the Executive Officer of Finance or designate (for budget approval).

For In Province Conferences – School based teaching staff only:

Applicants require the **prior** approval of the Principal and Superintendent. The pre-approval must consider both budget availability and eligibility to attend.

For In Province Conferences – All other staff not including school-based teaching staff:

Applicants require the **prior** approval of the staff's immediate supervisor or Supervisory officer, and the Executive Officer of Finance or designate (for budget approval).

Note: In all cases, authorization must be provided by the applicant's immediate supervisor or manager.

Authorized forms are to be returned to the applicant for reimbursement and to advise them of the approval.

4. ADVANCES AND PAYMENT PROCESS

There will be **no advances** issued to employees attending professional development sessions or events.

Employees must pay for the registration costs up front, and then claim reimbursement from the Board after the professional development session or event.

If employees are unable to attend, they must make the effort to request a refund and inform their immediate supervisor in a timely manner.

Reimbursements to employees are issued upon confirmation that the employee has completed the conference, course or workshop. The supervisor's sign-off on Part B of the conference form validates their attendance and approval for reimbursement. Exceptions may be made if the employee is unable to attend due to extraordinary circumstances, and if the expense is approved by the immediate supervisor and Executive Officer of Finance or designate.

Pre-payment of registration fees by the Board could be made under special circumstances, such as financial hardship, or when the threshold of out-of-pocket costs exceed \$2,500, as approved by the Executive Officer of Finance or designate, and provided that advance notice of two weeks or more is given before the payment deadline.

If the employee is unable to attend and is unable to obtain a refund, they must provide a valid reason for their absence; otherwise they must reimburse to the Board the amount prepaid to the vendor. The employee's supervisor is responsible for ensuring that the employee reimburses to the Board in a timely manner.

5. APPROVAL OF EXPENSES

Approved expenses include meals, registration, transportation, accommodation and other reasonable expenses depending upon the location of the conference, but only when these expenses are not part of the conference fee.

5.1 Meal Allowance

When a fixed meal allowance is claimed in accordance to the eligibility criteria outlined, employees are not required to submit their meal receipts with the claim.

The meal allowance amounts are inclusive of taxes and gratuity.

Multi-day or Overnight Conferences

A maximum daily meal allowance may be provided up to \$70 per day for overnight conferences if meals are not included in the conference fee. An agenda must be provided as supporting documentation, outlining the start and end times of the conference for approval purposes.

The \$70 maximum daily meal allowance represents the sum of the following:

- \$20 maximum daily breakfast allowance
- \$20 maximum daily lunch allowance
- \$30 maximum daily dinner allowance

The breakfast on the first multi-day or overnight conference is still considered a personal expense and will not be eligible for the allowance. When a staff is attending work on a regular work day, the breakfast is expected to precede the start of the work day and therefore is considered a personal expense.

Single day or Partial day (Less than 6 hours) Conferences

The \$20 breakfast allowance is not applicable for single day or partial day conferences, as breakfast is considered a personal expense before the start of a working day.

The \$20 lunch allowance may be claimed for single day or partial day conferences, when lunch is not provided at the conference.

The \$30 dinner allowance may be claimed for single day or partial day conferences, if the agenda goes beyond 6 p.m. and dinner is not provided at the conference.

These allowance amounts will be reviewed at least every two years and updated as required.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate. For out-of-country conferences please refer to Section F of this procedure.

5.2 Transportation

All mileage will be reimbursed at the approved rate.

For international travel outside of North America, please refer to Section F.

Air Travel – Canada and US

Board staff will make air travel reservations through the Director's office and/or through the Board's approved travel agent for air travel which will be Board paid or reimbursed.

- Economy Airfare - as arranged through the Director's Office. The Board will pay basic economy or coach fares unless approved in advance by the Director of Education or designate, any upgrades are the responsibility of the staff member or trustee.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval from the Director or Associate Director must be attained.

Ground Travel

- Personal Vehicle - mileage reimbursed at the approved rate per kilometer of \$0.52 per km, to a maximum cost equivalent to economy airfare. The Board assumes no financial responsibility, including physical damage, or loss, or personal vehicles, whether owned or leased, other than paying the kilometer rate when used for Board business.

Staff using their personal vehicle for Board business will be reimbursed in accordance with the approved kilometer allowance. This allowance is to cover the costs of fuel, parking depreciation, maintenance and insurance.

Toll charges in the Greater Toronto Area (GTA) (e.g. 407 ETR) will not be covered. Toll charges outside of the GTA may be covered for eligible travel relating to Board business and if approved by the staff's immediate supervisor, and will require submission of detailed receipts.

- Rental Vehicles - are generally not recommended unless it is demonstrably the most economical means of transportation.

Reimbursement of rental vehicles will occur up to the equivalent rate of the vehicle's kilometer reimbursement.

The cost of rental should also include applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- Documented and approved prior to rental if possible, and;
- Guided by the principle that the rental vehicle is the most economical and practical, and after taking into account the purpose, number of occupants and safety.

Rental of luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility, including liability, physical damage or loss, or rental vehicles. Those renting a vehicle must seek recovery from the rental vehicle agency and their insurer.

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted to and from the airport or for short occasional trips. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Train – may be reimbursed up to the maximum of economy train fare.
- Public Transit – may be reimbursed for cost of the trip. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement.

Other Considerations for Ground Travel:

Where a number of staff members are attending the same function, shared travel should be considered where possible. Note that when multiple attendees are carpooling to the same destination, only the driver will claim reimbursement of vehicle costs.

All travel and other incidental expenses, including parking, taxi or ride hailing fare related to Board business will be reimbursed upon presentation of detailed receipts.

5.3 Accommodations

Accommodation expenses within the Greater Toronto Area (GTA) will not be reimbursed. For events outside the GTA, standard hotel accommodation as recommended by the conference or event, subject to availability is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate.

Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed. Hotel valet and home management costs (e.g. snow removal or housekeeping of staff's personal residence) will not be reimbursed.

Exceptions may be made to GTA accommodation expense reimbursements if:

1. Total length of travel (distance from the conference venue from the employee's residence and back exceeds 150 kilometers); AND
2. The agenda start and end times are earlier than 8 a.m. or later than 10 p.m. If the event end time is not stated on the agenda, it will be estimated as two hours from the beginning of the last agenda item.

For the above exceptions, prior approval from the Director or Associate Director must be attained, and must be supported by proper documentation.

For Events outside of the Greater Toronto Area (GTA)

For events outside the GTA, standard hotel accommodation as recommended by the event organizers, subject to availability, is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.

Reimbursement for accommodation expenses are permitted only for costs incurred no earlier than 24 hours prior to the start time of the event and no later than 24 hours after the end of the event, to provide flexibility around flight and other travel time. Effort should be made to schedule earliest travel time from start/end of the conference/event.

Employees are personally responsible for any additional overnight stays beyond this period.

5.4 Other Expenses

All other incidental expenses relating to Board business, supported by itemized receipts will be fully reimbursed if reasonable and justifiable.

5.5 Insurance

The Board's benefit program provides travel medical insurance coverage. Additional medical insurance associated to all business travel is considered a personal expense and will not be eligible for reimbursement. Most travel medical insurance plans will not cover pre-existing conditions. Employees should contact the insurance company to confirm prior to traveling.

Except for pre-existing conditions, in the event an insurer denies a claim as a result of not providing a specific medical coverage or where the limits of insurance have been exhausted, an employee may be eligible for reimbursement.

Trip cancellation insurance associated to all business travel is considered an eligible expense for reimbursement and should be considered for flight travel and travel involving a tour operator. The Board's P-Card also provides insurance coverage around travel interruptions and cancellations.

For more information, please consult TDSB's Insurance & Risk department or Accounts Payable department. Any unrecoverable costs due to not purchasing insurance will be considered a personal expense.

7. SUBMISSION OF EXPENSE CLAIMS

Conference expense reimbursements will be charged to the appropriate General Ledger (GL) account and Cost Centre (CC) as provided by the budget holder.

Part B of the Conference Form detailing actual expenses claimed must be completed at the end of the conference and **must account for all expenditures** incurred including Board prepaid expenses such as airfare, etc. Requests for reimbursement must be made within six (6) months from the date of travel.

Expenses supported by itemized receipts will be fully reimbursed if reasonable and justifiable.

The delegate will submit the Conference Form and itemized receipts as follows:

All conference forms and receipts are to be submitted to the budget holder for approval and then forwarded to the Accounts Payable Department for payment. Employees should retain a copy of the completed conference form and supporting receipts and documentation.

Section C Course Fees, Professional Dues and Membership Fees

Reimbursement of professional dues or membership fees is permitted, if the following criteria are met:

- The professional designation or membership is listed as a requirement or an asset for the position, as per the job posting or Position Content Information Questionnaire.
- The Supervisory Officer of the department will assess the benefits of the designation or membership to the Board, and determine whether the designation or membership is necessary for the position and if reimbursement is justifiable. Management must ensure they are equitable in their approval of these reimbursements.
- If the employee voluntarily leaves the position within one year of the reimbursement of annual professional dues and membership fees, the employee will reimburse the Board for the prorated amount of the fees, based on the

number of months active in the role. In certain cases, the employee will provide TDSB with their new employer's information for billing of the prorated fees.

Generally, the Board will not reimburse any course fees when an employee is working towards a professional designation or professional certification. This is regardless of whether those courses are listed as a requirement or an asset for the position. However, exceptions may be made if approved by the Executive Officer of Finance or designate.

Below are some factors for consideration for approving course fees:

- Amount of professional development budget in the department.
- Equitable access and approval of the funds across all staff in the department.
- Partial or proration of the payment can be considered, if justifiable.

The employee should be made aware that if the course is not a requirement to the position; the amount will be treated as a taxable benefit to the employee.

When an employee needs to attend a course or exam during regular working hours, their absence from work must be pre-approved by their immediate supervisor. Their immediate supervisor will determine the appropriate documentation of the absence, in accordance to the Board's policies and procedures.

ADVANCES AND PAYMENT PROCESS

Employees must pay for course fees, professional dues and membership fees up front, and then claim reimbursement from the Board with submission of the invoice and proof of payment, attached to a cheque requisition form signed by the Supervisory Officer of the Department and Executive Officer of Finance or designate.

Payment of professional dues, course fees, conference fees and membership fees is the personal responsibility of the employee. The Board is not responsible for any penalties or charges associated with late payments.

Under exceptional circumstances, such as financial hardship, the employee may request to have the Board pay the vendor directly if they obtain pre-approval from the Executive Officer of Finance or designate at least two weeks in advance of payment due date.

Section D Food, Hospitality and Gifts

1. GENERAL REQUIREMENTS

- (a) Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Board's expense to persons who are not engaged in work for:
 - Toronto District School Board (TDSB);
 - Designated Broader Public Sector (BPS) organizations; and
 - Any of the Ontario government ministries, agencies and public entities covered by the Broader Public Sector Expenses Directive of the Ontario Management Board of Cabinet.
- (b) Hospitality should be extended in an appropriate and consistent manner to facilitate Board business and is considered desirable as a matter of courtesy.
- (c) For reimbursement purposes, hosts must ensure that hospitality expenses are recorded, and records contain information for each function: (Where invoices are submitted for payment, a separate document confirming the following will be submitted with the request to issue payment.)
 - a. The circumstances;
 - b. The form of hospitality;
 - c. The cost supported by itemized receipts;
 - d. Name and location of establishment;
 - e. Number of attendees;
 - f. Names of individuals entertained; and
 - g. Approval(s) by appropriate individuals.
- (d) Hospitality **may** be extended on behalf of the Board when sponsoring formal conferences, honouring distinguished persons, and/or conducting prestigious ceremonies attended by heads of private sector organizations.
- (e) Payment for alcoholic beverages using Board funds is **prohibited** under all circumstances, for any event.
- (f) **Hospitality cannot be extended to employees of institutions that constitute part of the Broader Public Sector. Examples are: employees of school boards, the Ministry of Education or employees of hospital networks.**

2. FOOD AT MEETINGS AND PROFESSIONAL DEVELOPMENT SESSIONS

Board funds cannot be used to purchase food for Board employees or other employees of the Broader Public Sector, except under the following circumstances:

- Full-day professional development:
A light meal or refreshments may be offered during a full-day TDSB staff professional development sessions at an off-site location. Meals cannot be offered if they are conducting professional development sessions at their ordinary place of work.
- Meetings during the work day:
A light meal or refreshments may be provided at meetings that occur during a time period where TDSB staff members are not provided an opportunity for a lunch break. Staff should try to schedule meetings accordingly, to allow time for a meal break.
- After-hour Meetings:
A light meal or refreshments may be provided at TDSB meetings, or professional development sessions that extend the length of the workday, past 6 pm, when staff members are not provided an opportunity for a meal break prior to the meeting.

Staff may also consume meals provided at Trustee meetings, and Committee meetings, which extend the length of the workday past 6 p.m.

Other Considerations around Food

Non-alcoholic beverages, at a reasonable cost, may be provided at group meetings and professional development training sessions, where appropriate, when there are participants who are not employees of the Broader Public Sector.

The maximum cost per staff member for any meal or refreshment, if allowable under the terms of this section, is capped at the following rates, in accordance to the OPS Travel, Meals & Hospitality Expenses Directive:

\$10.00 per person for breakfast
\$12.50 per person for lunch
\$22.50 per person for dinner

The amounts above are inclusive of taxes and up to 15% in gratuities. If the meal is centrally catered, the average cost per individual must not exceed these maximums. It is recommended, whenever possible, to use TDSB catering services, if they are located on the meeting site.

For daily meal allowances relating to conferences, please refer to Section B - *Professional Development, Conferences & Workshops* of this procedure.

3. **ACCEPTANCE OR OFFER OF HOSPITALITY**

Acceptance or offer of hospitality may constitute actual or perceived conflict of interest. Therefore, employees will consider the potential risks and exercise caution before accepting or offering gifts.

An employee will only accept the hospitality of a gift in the course of the professional relationship, if all of the following criteria are met:

- The gift is of nominal value and is infrequent and non-recurring, such as holiday candies or inexpensive give-aways;
- An employee believes that the gift giver is not trying to obligate them, or improperly influence a decision;
- It is considered normal and acceptable business practice for the purposes of courtesy and good business relations; and
- Acceptance of the hospitality does not conflict with Board policies and procedures, and generally accepted ethical standards.

3.1 Hospitality from Vendors

Managers shall be responsible for ensuring that staff is made aware of the potential conflicts as outlined in:

- *Employee Conflict of Interest Policy (P057); and*
- *Employee and Community Partners Conflict of Interest Operating procedure (PR673).*

TDSB staff member shall decline any gifts and hospitality of value from vendors when the estimated value exceeds \$50. Acceptance of gifts and hospitality from vendors may be perceived as a conflict of interest.

Donations, sponsorships or gifts in kind to TDSB are permissible as long as they are not provided to specific staff members, but are intended to benefit the Board or its students (e.g. as part of fundraising initiatives).

3.2 Hospitality to Vendors

Under no circumstances can hospitality, incidentals or food expenses be considered allowable expenses for consultants and contractors.

Consultants are prohibited from claiming expenses such as: Meals, snacks and beverages, gratuities and other expenses outside of the contractor agreement.

3.3 Tokens of Appreciation and Honoraria to TDSB employees

No cash gifts, gift cards or honoraria are to be given or received by any employee.

Exceptions are Board 25-Year Pins and the Board's Retirement Reception.

Board funds are not to be used to purchase gifts for staff members or families due to "life events" such as births, deaths and retirements. These are considered personal and not reimbursable. A staff fund or collection from personal funds should pay for these events. TDSB 25-Year Pins are exempted.

3.4 Tokens of Appreciation and Honoraria to individuals who are not TDSB employees

Appropriate token gifts of appreciation, valued at up to \$50, may be offered in exchange for services and expertise from people who are not TDSB employees, such as volunteers or guest speakers. Gifts valued over \$50 must have prior approval from the Director or designate.

Honoraria are token payments to individuals when it is not practical for them to invoice the Board. Honoraria payments are limited to a maximum of \$50 per person per year. Request for payment should include the individual's name, detailed mailing address, and description of the purpose, date and amount. Amounts in excess of \$50 must be properly invoiced by

the service provider. Honoraria must not be paid to Board employees.

Monetary gifts or gift cards are cash equivalents and can have tax implications for the recipient and for TDSB. Educational gifts such as books or TDSB merchandise are preferred over cash gifts or gift cards.

If Board funds are to be used to purchase gifts of appreciation, staff must retain itemized receipts of the purchases, with a detailed written description of the purpose of the gift, and the name of the recipient. This includes gift cards purchased through Board p-cards. The school or department shall retain documentation of the recipient's sign off, confirming receipt of the gift, for audit purposes.

Section E Travel Expenses, Mileage and Supplementary Expense Allowances

1. GENERAL REQUIREMENTS

1.1 Auto Mileage Reimbursement

An automobile mileage claim is calculated based on the lesser of:

- i) Authorized travel on Board business to offsite meeting locations from your ordinary place of business (or regular TDSB office location); or
- ii) Authorized travel on Board business to offsite locations from your home.

Employees can only claim mileage and parking costs, if you are not already receiving a Supplementary Expense Allowance, or if the travel is outside of the GTA.

Toll charges in the Greater Toronto Area (e.g. 407 ETR) will not be covered, unless stipulated in the employee's employment contract. Toll charges relating to personal travel, including trips to and from work, are considered a taxable benefit.

Parking will be reimbursed upon presentation of appropriate receipts.

Unless otherwise provided for, employees who use their vehicle on Board approved business will be reimbursed on a per kilometer basis. The Board will review the Canada Revenue Agency recommended mileage rates annually to determine adjustments, if any. The per kilometer reimbursement rate is \$0.52.

1.2 Supplementary Expense Allowances (SEA)

The Supplementary Expense Allowance covers vehicle gas costs, parking, maintenance, depreciation, taxi and other discretionary business-related expenses not reimbursable through Board funds.

Separate claims may be made for travel related to conferences and workshops outside of the GTA.

Supplementary expense allowance can only be granted upon approval by the department Supervisory Officer or Executive Superintendent.

Automobile reimbursements and Supplementary Expense Allowance are discretionary costs and paid from the school or department discretionary budget.

T2200 Declaration of Conditions of Employment forms are automatically issued to employees receiving the Supplementary Expense Allowance before the end of February of each year. Employees who are required to travel for Board business but who do not receive a Supplementary Expense Allowance may request a T2200 form through the Compensation services department.

1.3 Other modes of travel for staff travel between TDSB sites or to meetings

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted for short occasional trips if pre-approved by their manager. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Public Transit – may be reimbursed for the cost of the trip if pre-approved by their manager. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement.

2. APPLICATION

The employee will prepare and submit the *Request for Automobile Mileage Reimbursement* to their School Principal or Department Manager for approval.

3. APPROVAL AND PAYMENT

The approved *Request for Automobile Mileage Reimbursement* will be processed using SAP HR/PY. Employees are reimbursed for mileage on their pay deposit. Mileage for conferences will not be reimbursed through SAP HR/PY and will be claimed as part of the conference reimbursement process.

Section F International Travel – *Outside of North America*

Please note: Expenses must be supported by receipts.

1. GENERAL REQUIERMENTS

Applicants shall be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues.

The guiding principle of this section is that plans for travel, meals, accommodation and hospitality, support Board objectives and are done in the most economical and/or practical fashion *outside* of North America.

TRAVEL:

The type of travel selected should be the most practical and economical way to travel to align with the principles established in the BPS directive.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the appropriate Director or Associate Director must be attained.

ACCOMMODATION:

A standard room is the set option for accommodation consistent with the principle of value for money.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations, etc., as well as, prior approval by the appropriate Director or Associate Director.

MEALS:

When travelling abroad, the meal provisioning in PR 582 may not be applicable to the destination of the individual. The maximum reimbursable daily amount will be determined by the Travel Directive (Appendix D), National Joint Council, found at: <https://www.njc-cnm.gc.ca/directive/d10/en> in effect during the period of travel.

Itemized receipts must be presented as part of the expense claim to be reimbursed in accordance with BPS and audit requirements. Pooling of meal rates is not permitted (the meal must be consumed in order to claim that meal's allowance).

For example: Adelaide, Australia has an allowance of \$27.45 for breakfast, \$37.40 for lunch and \$52.20 for dinner (funds are in the applicable currency as indicated in Appendix D).

TDSB will reimburse up to that amount where itemized receipts are presented.

Travel to	Meal Reimbursement Rates found in	Application for this Directive
USA	Please refer to Section B of this PR582a Employee Expenditure Guideline	Please refer to Section B of this PR582a Employee Expenditure Guideline
International (outside Canada and continental USA)	Appendix D of National Joint Council Travel Directive	<ul style="list-style-type: none"> - rates are in the funds identified for each country - there are often different rates dependent on the city - rates include taxes and gratuities

INCIDENTAL EXPENSES:

Incidental expenses, where appropriate, will be reimbursed upon presentation of itemized receipts.

ALCOHOL:

Alcohol cannot be claimed or expensed and should not appear on receipts presented for reimbursement.

Section G Use of the Corporate Purchase Card

The Purchase card (P-card) program provides an efficient method of processing and controlling a large volume of low value purchases made by Board staff. The Board benefits from cost savings, improved financial control, and ease of use for staff. The purchase card is a mechanism for acquiring low dollar purchases.

1. Requirements & Credit Limits:

Card Number

Each purchase card will have a unique number, and will be issued in the name of the Board employee who has been authorized to use that card. The card is not transferable to any other employee, even if that other employee is also authorized to use a purchase card on behalf of the Board. Only the person to whom the card is issued may use the card.

Authority

Purchasing authority for low value purchases is delegated to Cost Centre Managers in accordance with the Board's Purchasing Policy and this policy.

Card Holders

The Card Administrator will issue a purchase card to those employees approved by the Cost Centre Manager.

Programmed Limits

All purchases must be made within the limits of each school/department's budget and all purchases are to be made in accordance with Board policies and procedures and this policy.

Purchase Card limits are set for each individual card, according to the amounts outlined in *Delegation of Authority Procedure (PR711)*, under Purchase Card Agreement and Limits, and are entered into the Card Issuer's computer system. All limits include all taxes where applicable. For restaurant meal expenditures, the maximum gratuity that can be charged is 15% of the pre-tax invoice amount.

Other Limits

In addition to the programmed limits established, employees must NOT use a purchase card in the following circumstances:

- to bypass an existing tendered contract;
- when the goods are available from the Distribution Centre;

- when the cost of the goods or services would be significantly increased as a result of using the card, and an alternative method of payment is available (i.e., a discount is provided by the vendor as a result of not using the card);
- to purchase excluded goods and services specified by the Board;
- to purchase alcoholic beverages (liquor, wine, beer);
- to obtain cash advances;
- to bypass Board Purchasing Policies and Procedures;
- to make purchases applicable to a budget other than the Cardholder's;
- to make purchases normally purchased through non-public funds;
- to place an order via cellular phone;
- splitting of purchases into two (2) or more transactions to bypass the transaction limit;
- to make personal purchases. Personal purchases include, but are not limited to, gifts or acknowledgements for employees, and contributions to retirement events. Such expenses should be via contribution, a local social fund or individual collections;
- to circumvent any Board policy, legislation or budgetary control system;
- for furniture and equipment, including microcomputers and peripherals.

Personal Purchases or Missing Receipts

Personal use of the P-card could result in immediate cancellation of the card and further disciplinary action as deemed necessary. The P-card user is responsible for repayment of personal purchases made through the p-card and for purchases not supported by original receipts. The cardholder can reimburse the Board by sending a cheque to the Board, in the amount of the unsupported or ineligible p-card expense, addressed to the Toronto District School Board, and send it to the TDSB General Accounting department with an accompanying letter outlining the details of the reimbursement.

Refunds

No Cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to a purchase card. The vendor in all cases must issue a credit to the purchase card.

Cardholder Agreement

The Card Administrator will inform each Cardholder in writing of the Cardholder's responsibilities, requirements and restrictions regarding the use of the purchase card. The Cardholder will agree to the responsibilities, requirements and restrictions in writing through the acknowledgement form, and to confirm that they

have read the purchase card policies and procedures (Form AC-204 - Schedule A).

Liability - Board

The liability for authorized use of a purchase card rests with the Board, and not the individual Cardholder. The liability to the Board for the unauthorized use of a purchase card following loss or theft of the card is limited to \$50. The Board is not liable for any unauthorized use of the card, which occurs after notification of loss, theft or cancellation has been received by the Card Issuer.

Liability - Cardholder

Cardholders will be held liable for any misuse of a card, or willful disregard of policy or procedures, which result in fraud, collusion, or a loss of money. Misuse of the card may result in disciplinary action.

Foreign Currency

All international purchases must go through the Purchasing department. Purchases made outside Canada will be converted to Canadian funds at a rate established by the Card Issuer. The P-Card is not to be used where customs and GST are to be invoiced separately to the Board. The Cardholder should contact Purchasing & Distribution Services for the correct procedure to be followed in those cases.

Purchases Made With the Purchase Card

Cardholders may make purchases by quoting the purchase card number to vendors. This may be done by facsimile, telephone, or in person. The Cardholder must ensure that:

- Records of purchases made with a purchase card are to be retained by the Cardholder for reconciliation, account verification and audit purposes (i.e. purchase card receipts and itemized receipts, credit notes, vendor notices, etc.);
- The appropriate provincial sales tax and Goods & Services Tax are paid where applicable;
- For over-the-counter transactions, the Cardholder will certify that the goods have been received or the services have been rendered by PIN technology; when goods are shipped, the Cardholder must ensure that the shipment matches the order or sales slip;
- For telephone or facsimile orders, the Cardholder must request the vendor to submit a copy of the sales slip with the shipment.

Process for the P-Card Requests, Cancellations, Profile and Limit Changes

Please refer to the Business services website for detailed instructions for request of a new p-card, card cancellation, profile changes or p-card limit changes. Any changes to p-card limits are temporary.

The manager of the Cardholder will be responsible for notifying the Accounts Payable department and initiating the account change or card cancellation, when the Cardholder leaves their school, department or the Board, or when the Cardholder no longer requires the P-card.

Disputed Charges

Disputed charges are handled as follows:

- Items charged on monthly statements of accounts that do not accurately reflect the transactions made by the Cardholder (i.e. Card Issuer errors such as wrong amount, incorrect account number, multiple postings of the same item, etc.) are considered to be disputed items;
- The Cardholder must notify the Card Issuer immediately about disputed items as well as inform the Cost Centre Manager concerned. Disputed items reported by Cardholders will be credited on the individual statement the following month (provided they are legitimate). The amount indicated on the statement is the amount, which will be paid to the Card Issuer;
- The Cardholder will provide information and assistance to the Card Issuer to settle the disputed items as required;
- If the questionable item is not a Card Issuer error (i.e. late delivery, defective goods, wrong price, quantity difference, returned goods, etc.), the matter must be settled directly with the vendor, by the Cardholder. Such matters must be drawn to the vendor's attention immediately so as to minimize the delay in obtaining a credit to the purchase card account.

Reconciliation and Payment of Monthly Statements

Purchase card payments are processed as follows:

- The Card Issuer will provide one bill monthly to the Accounts Payable Department, regardless of the number of cards used at the Board. The Board will pay the Card Issuer according to the payment terms;
- Cardholders must login to Spend Dynamics to access and print their monthly statement. The monthly cycle starts on the 7th of the month and ends on the 6th of the following month;
- Cardholders must attach receipts to the monthly statement and Cardholders and Cost Centre Managers must state, when no detail, the purpose and confirm by signature that the purchase receipts match the monthly statement and that purchase is consistent with Board policies.

Audit

All transactions are subject to both internal and external audit, and supporting documents must be retained for six (6) years plus the current year. If any of the following documentation is requested for an audit and was not kept on file, the records will be obtained from the bank at school/department expense. The Cost Centre Manager must ensure that the following documentation is retained in a secure location for audit purposes:

- Monthly statement from the Card Issuer, approved and signed by the Cardholder and the Cost Centre Manager;

7.0 APPENDICES

A: Map of Greater Toronto Area (GTA)

8.0 REFERENCE DOCUMENTS

Policies and Procedures:

Employee and Trustee Expenses (P016)
Employee Conflict of Interest (P057 EMP)
Employee and Community Partners Conflict of Interest (PR673 BUS)
Delegation of Authority Procedure (PR711)

Directives:

- Broader Public Sector Expenses Directive, Management Board of Cabinet
- Travel Directive, National Joint Council (Appendix D, Rates for International Travel): <https://www.njc-cnm.gc.ca/directive/d10/en>

Forms

- AC-215A In-Province Conference & Workshop Form
- AC-215 Out-of-Province Conference & Workshop Form

APPENDIX A: MAP OF GREATER TORONTO AREA

Greater Toronto Area





Revisions to Governance Procedure PR582(b), Trustee Expense

To: Governance and Policy Committee

Date: 12 February, 2020

Report No.: 02-20-3849

Strategic Directions

- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

Recommendation

It is recommended that the revised Procedure PR582(b), Trustee Expense, as presented in this report, be approved.

Context

In an effort to clarify the existing protocols which outline trustee expenditure processes, staff undertook a review of the Trustee Expense Procedure (Appendix A and Appendix B). The Trustee Expense Procedure is aligned with the Employee and Trustee Expenses Policy (P016), the Board Member Code of Conduct (P075), the Broader Public Sector Accountability Act and the Broader Public Sector (BPS) Expenses Directive, and the Travel, Meal and Hospitality Expenses Directive.

The revisions to the Procedure were considered by Executive Council on January 28, 2020. The draft revised Trustee Expense Procedure (Appendix B) is being provided to the Committee for approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's approval, the Trustee Expense Procedure will be submitted to the Board of Trustees for consideration and final approval on March 11, 2020.

Resource Implications

No additional resources will be required for implementation of the revised Trustee Expense Procedure.

Communications Considerations

The revised Trustee Expense Procedure will be communicated through the System Leaders' Bulletin, TDSB Connects, and will be posted on the Board's internal and external website.

Board Policy and Procedure Reference(s)

- Policies
- Employee and Trustee Expenses Policy (P016)
- Board Member Code of Conduct (P075)

Appendices

- Appendix A: Procedure PR582(b), Trustee Expense – revised with track changes
- Appendix B: Procedure PR582(b), Trustee Expense – revised clean version

From

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Toronto District School Board

Governance Procedure PR582(b)

Title: **TRUSTEE EXPENSE**

Adopted: May 14, 2014

Effectuated: May 14, 2014; September 1, 2017

Revised: February 2015; June 17, 2015; May 24, 2017, {Insert new date here}

Reviewed: May 24, 2017, {Insert new date here}

Authorization: Board of Trustees

1.0 RATIONALE

The Trustee Expense Procedure (the “Procedure”) supports implementation of the Toronto District School Board’s (TDSB) Employee and Trustee Expense Policy (P016). This Procedure is aligned with the Board Member Code of Conduct (P075), *Broader Public Sector Accountability Act* and follows the spirit of the Broader Public Sector (BPS) Expenses Directive, and the Travel, Meal and Hospitality Expenses Directive.

2.0 OBJECTIVE

To outline the requirements and process under which Trustees of the TDSB will be reimbursed for allowable expenses while performing Board business in the course of carrying out their responsibilities, representing the interests of students, the Board and the public.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Chair means the Chair of the Board of Trustees.

Central Governance Budget is the budget intended to capture the expenses of the Board, such as, Ontario Public School Boards' Association (OPSBA) membership fees, costs for Board appointed representatives to attend the Provincial educational symposiums, labour relations meetings and annual general meetings organized by OPSBA, the cost of shared liaison services, the cost of equipment supplied at the beginning of the Trustee's term of office and the cost of Board representation at seminars and conferences as approved by the Board of Trustees—upon recommendation by the House Committee.

Official Business means duties and responsibilities of Trustees as prescribed by the *Education Act* and further explained in the Governance Policy (P086), and directly related to operations of the Toronto District School Board.

Shared Services Expenses Allocation is an annual allocation of \$5,000 for each Trustee in the central governance budget for expenditures related to a childcare attendant, translation, interpreter services, permits and shared services liaison support.

Shared Services Liaisons are administrative staff retained by the Board for provision of administrative support to Trustees in carrying out the official business of the Board. Shared Services Liaisons report to the Executive Officer, Governance and Board Services.

Trustee Discretionary Budget is the annual budget of \$11,780 for each Trustee for discretionary expenses directly related to Trustees' official business, including professional development. Elected student Trustees share an annual discretionary budget of \$10,000.

[Itemized Receipt is a document identifying the vendor with the date and amount of each expense item paid by the claimant. The document can be in an original paper, original electronic or scanned copy format.](#)

[Greater Toronto Area \(GTA\) is a provincial planning area, which includes the City of Toronto, Regional Municipalities of York, Halton, Peel and Durham. See Appendix B for a map of the area.](#)

4.0 RESPONSIBILITY

Associate Director, Finance and Operations, and the Executive Officer, Governance and Board Services

5.0 APPLICATION AND SCOPE

This Procedure applies to all Trustees. The Procedure also covers staff involved in receiving, reviewing and processing Trustee expenses.

[This document provides requirements and restrictions related to expenditures below:](#)

[Section A: Employee Expenditures – General Requirements](#)

[Section B: Furniture & Equipment](#)

[Section C: Professional Development, Conferences & Workshops](#)

Section D: Food, Hospitality and Gifts
Section E: Travel Expenses and Mileage
Section F: International Travel – Outside of North America
Section G: Roles & Responsibilities
Section H: Other Provisions

6.0 PROCEDURES

Section A: Trustee Expenditures - General Requirements

6.1.1. All expenses submitted for reimbursement must relate to the role of Trustee and the official business of the Board.

6.1.2. All expenses submitted for reimbursement must have ~~original receipts~~itemized receipts and signature of the Trustee requesting payment. Amounts claimed for reimbursement must be supported by itemized, ~~original receipts~~itemized receipts. The invoice or receipts must include details of goods or services purchased and the total cost, including applicable taxes. All reports and supporting documentation must be signed by each Trustee and include details as to the purpose of the expense.

6.1.3. The Board will only reimburse expenses incurred by the Trustee or their Shared Service Liaison or designated Governance and Board Services staff acting on the Trustee's behalf.

~~There will be no amounts paid directly to third parties.~~

~~6.1.3.~~6.1.4. When claiming expenses for official business meetings, Trustees must provide supporting documentation with specific details about the business conducted (names of attendees, purpose of the meeting, and the type of facility that hosted the meeting, e.g., school or public venue). This requirement includes claims for meal and parking expenses. If it is not possible to collect individual names, Trustees will describe the attendees (for instance, parents/guardians, organization members, union representatives, community group members, media spokespeople, students, etc.) and provide an estimate number of the attendees.

~~6.1.4.~~6.1.5. Expenses of a personal nature cannot be claimed and will not be reimbursed.

~~6.1.5.~~6.1.6. To be reimbursed, Trustee expense claims must be approved by both the Chair and the Director (or designate).

~~6.1.6-6.1.7.~~ Expense claims of the Chair of the Board must be approved by ~~both the Vice Chair and the~~ Director (or designate) prior to processing for payment.

~~6.1.7-6.1.8.~~ Trustees may appeal a decision concerning their expenses to the Audit Committee.

~~6.1.8-6.1.9.~~ The TDSB's approved vendors are to be used for the purchasing of goods or services over \$250.00. Purchasing of goods or services must comply with the Board's purchasing policies and procedures as well as the Board Member Code of Conduct (P075).

~~6.1.9-6.1.10.~~ Purchases over \$500 in value and/or contracts or subscriptions (exceeding one year) require prior written approval of the Chair and the Director (or designate). The reimbursement amount will be prorated based on the remaining Trustee term, if it is shorter than the term of the contract or subscription.

A Trustee-hosted event (e.g., workshop, public information evening, Ward meeting, etc.) estimated to cost over \$500 must be pre-approved by the Chair and the Director (or designate).

~~6.1.10-6.1.11.~~ Trustees cannot exceed their annual budget allocations. Amounts remaining at year-end will not be carried forward to the next budget year. Budget amounts cannot be transferred to other Trustees.

~~6.1.11-6.1.12.~~ Trustees may submit a joint reimbursement expense claim for a joint undertaking (e.g., public event, meeting, or information session, etc., where the event is hosted by more than one Trustee). Expense claims must be signed by all Trustee claimants.

~~6.1.12-6.1.13.~~ Trustees may not use funds from their shared services expenses allocation to pay for expenses related to the Trustee discretionary budget. Trustees may not exceed the Trustee discretionary budget cap of \$11,780 per annum.

~~6.1.13-6.1.14.~~ Trustees may use up to \$1,000 from their Trustee discretionary budgets to pay for expenses related to the shared services expenses allocation.

~~6.1.14.~~ 6.1.15. Expense claims must be submitted during the fiscal year when the expense occurred, and no later than September 30 of the next fiscal year. The date the expense is incurred is defined as the date the goods or services are delivered, and not the invoice date. Claims received after ~~the September~~ the September 30 deadline may not be paid and cannot be charged to the next year's budget.

~~6.1.15.~~ 6.1.16. Trustees will receive summaries of expenses paid and the budget remaining in their discretionary budgets on a monthly basis. If there are any discrepancies, Trustees must advise the Chair and the Director (or designate).

~~6.1.16.~~ Each Trustee will have the Board cover one facility permit fee (for a community event) per school year, (which includes permits required for an event on a weekend). Any costs for additional permits will be charged from the Trustee's shared services expense allocation. Extra fees for media supports and any caretaking services will be charged against the Trustee's discretionary budget. A community event is defined as events or activities that are not in a meeting or consultation setting, and are non-TDSB focused events. For example: Heritage or holiday celebrations. Please refer to Appendix A for details regarding permits issued to TDSB Trustees.

6.1.17. In an election year, the Trustee budgets will be allocated between the two terms of office and pro-rated accordingly by the number of months in each term (First term: September 1 – November 30, Second Term: December 1 – August 31).

6.1.18. Pursuant to the Use of Board Resources during Election Campaigns Procedure (PR533), Board resources, including staff and funding will not be used for any election-related purposes.

6.1.19. Trustees are responsible to ensure compliance with the Employee and Trustee Expenses Policy (P016) and the Board Member Code of Conduct (P075) when determining how their discretionary budget is spent in order to meet the unique needs of the constituents in their ward. All expenses relating to individual ward activities and individual Trustees will be charged to the applicable Trustee discretionary budget.

6.1.20. Trustees will not use Board resources for the purpose of self-promotion and/or campaigning as per section 4.5 of the Board Member Code of Conduct (P075). Self-promotion includes advertising for personal financial gain as well as production and distribution of novelty items which contain the Trustee's name (e.g., personalized pens, pencils, magnets, keychains, banners, signs, plaques, balloons, etc.). TDSB will not reimburse any self-promotion expenses. Business cards and Trustee standard newsletters are not considered to be self-promotion.

Communication materials (mail-outs, flyers, posters, cards, etc.) must include substantive information such as details about the operations of the TDSB, its programs, upcoming TDSB special events, dates, or initiatives. Public communication, which only contains Trustee identifiers or contact information is considered self-promotion.

6.1.22 Trustees will refrain from submitting expense reimbursement requests for goods purchased through online e-commerce shopping sites such as Amazon or eBay. This is because products purchased through online e-commerce shopping sites are not properly vetted by the Board. The quality and safety of the products cannot be verified, as the source is often unknown. Also, the Board is expected to conduct an open and competitive procurement process whenever applicable, to comply with the Broader Public Sector Procurement Directive. These sites also generally do not provide the same level of service around product return, product recall and warranty protection, compared to Board approved vendors. Employees should contact the Purchasing department for assistance when they cannot locate an item from the Board's contracted vendors or the distribution center.

6.1.23 Materials purchased using a personal gift card is not a reimbursable expense. Reimbursements are approved when money has been spent out-of-pocket and is supported by an itemized receipt.

6.1.24 Trustees on pregnancy or parental leave will continue to have relevant Trustee expenses paid in accordance with the Employee and Trustee Expenses Policy (P016) and Trustee Pregnancy and Parental Leave Policy (P093).

6.1.21. Section B: Furniture & Equipment Preapproval for purchase orders over \$50 that are directly ordered, expensed and paid from the Board's financial system (such as SAP), including purchase

~~orders for goods, printing services, mailroom services and distribution center orders is to be obtained from the Chair and the Director (or designate). Purchase orders under \$50 require preapproval from only the Director (or designate).~~

~~6.2. Furniture and Equipment~~

6.2 General Requirements

At the beginning of each term, Trustees will be offered Board equipment, as described below, to assist in conducting official business of the Board. The equipment items will be offered according to the contracts in place at the Board for the procurement of such items. The equipment must be used in accordance with the requirements of the Acceptable Use of Information Technology Resources Policy (P088) and the Board Member Code of Conduct (P075).

Equipment purchased with Board funds is considered Board property and must be returned to the Board at the end of the term or such earlier time as the Trustee leaves office. Equipment that is being replaced must also be returned to the Board. When a Trustee chooses new equipment, upon re-election, the new equipment will only be distributed to the Trustee upon return of the equipment used in their previous term. Lost or stolen equipment must be reported to the Board's Risk Management Department (refer to the Employee/Trustee Equipment Checklist Procedure (PR656)).

6.2.1 Parameters around use of the Central Governance Account:

Each Trustee can purchase up to the four technology items and one furniture item as listed below through the central governance account, at any point in time during the 4-year term, regardless of their start date of the elected term.

Technology:

- Handheld device (iPad or tablet)
- Cell phone (smart phone)
- Computer (desktop or laptop)
- Printer/Scanner/Fax

Trustees will be supplied with a smartphone device in accordance with the current contract in place with the supplier of such services to the Board. Trustees will be provided with monthly details of the service used on their Board supplied device. Any use charged above the plan for personal reasons must be reimbursed to the Board.

Trustees choosing to use devices other than through the Board contract will be reimbursed for the monthly cost of their plan up to the value of the monthly plan cost for Board devices. Additionally, reimbursement will be made for any long distance or data charges incurred related to the role of the Trustee. These amounts will be reimbursed upon presentation of the original statement with details of the monthly charge and the other costs included.

Furniture (for home office use):

- Filing cabinets

All furniture and equipment must be returned to the TDSB at the end of the Trustee's election term unless the Trustee is re-elected. All used technology items must be returned once replacements are provided to a Trustee. The replacement items will be purchased from either the central governance budget or the Trustee discretionary budget.

If a Trustee is re-elected in the following term, he/she may continue to use the previous term's equipment, or return the previous term's equipment and purchase up to the four technology items for the new 4-year term through the central governance budget.

Cost of repairs on used technology items outside of the term of warranty can be expensed through the central governance budget only if it is the result of manufacturing or product defects. The Board's Information Technology (I.T.) department must be consulted to determine if the equipment should be repaired or replaced.

6.2.2. Parameters for use of the Trustee discretionary budget:

All products purchased with Board funds are the property of the Board and will be returned upon the end of an election term.

All upgrades to existing equipment or new and supplementary technology purchases over and above the limit of four technology items per term per Trustee must be expensed through the Trustee discretionary budget.

Replacement and repair expenses resulting from lost, stolen or damaged furniture and equipment must be expensed through the Trustee discretionary budget.

All [peripherals,peripherals](#) such as iPad cases, wireless mouse, memory enhancements and Bluetooth, must be expensed through the Trustee discretionary budget, as approved by the Chair and the Director (or designate).

6.2.3. Furniture and Equipment Tracking:

The tracking of all equipment and furniture purchased for each Trustee will involve the following staff and departments:

- Assistant Comptroller, Administrative Services: collects and organizes purchasing information (e.g., vendor, invoice date, delivery date, product information and description) for the equipment and furniture purchased. Ensures compliance with the TDSB's purchasing policies and procedures; shares purchasing details, for tracking purposes, with Governance and Board Services (Shared Services Administrative Liaison staff) and Finance Administration staff. Upon completion of an elected term, the Assistant Comptroller will arrange for collection of equipment and furniture that were ordered and are Board property.
- Governance and Board Services (Shared Services Administrative Liaison staff) will track all equipment and furniture that are purchased for Trustees. Upon completion of an elected term the Shared Services Administrative Liaison staff will share their tracking records for purchased equipment and furniture to support the Assistant Comptroller in collecting the equipment and furniture.

The following should be documented on a Trustee Furniture & Equipment log: date of purchase, description of item, serial numbers (if any), purchase order number, start/end date of warranty, cost center, location of the item and approximate dollar value. Any used equipment or furniture inherited from previous terms that are currently in Trustees' possession should also be tracked on the log.

Conferences and Workshops **Section C: Professional Development, Conferences & Workshops**

6.3 General Requirements

Plans for travel, meals, accommodation and hospitality must support the role of the Trustee and the official business of the Board in accordance with the Board Member Code of Conduct and the Employee and Trustee Expenses Policy (P016).

Allowable expenses include meals, registration, accommodation and other reasonable expenses dependent upon location of the conference but only when these expenses are not part of the conference fee.

6.3.1 Application

The Trustee's application for conference participation is required at least one month in advance, using the Out of Province/In Province Conferences and Workshops Form.

The conference program detail must accompany the form, [AC-215 Out of Province/Out of Country](#) or [In Province Conferences and Workshops form](#).

Note: Participation in workshops offered by TDSB does not require the completion and submission of this form.

6.3.2 Pre-Authorization

Proposals for attendance at Out of Province conferences, seminars or workshops must be pre-approved by the Board of Trustees upon recommendation by the House Committee of the Board. Once approved by the Board of Trustees, the Chair would authorize the application form.

6.3.3 **Application to Attend as a Presenter**

If a Trustee proposes to attend a conference, seminar or workshop as a presenter representing the TDSB, an application for participation must be approved in advance. This request would be completed using the form [Trustee Application to Attend Conference as a Presenter \(Form 582F\)](#). The application should include a written confirmation that the Trustee is participating as a Board presenter. The proposal must be discussed with and have the support of the Director and the Chair. The proposal for the conference, seminar or workshop presentation must be approved by the Board of Trustees upon recommendation by the House Committee of the Board. Once approved by the Board of Trustees, the Chair would authorize the application form. The expenses for a Trustee attending a conference as a presenter will be reimbursed from the central governance budget.

6.3.4 Advances and Payment Process

There will be **no advances** issued to trustees attending professional development sessions or events.

Trustees must pay for the registration costs up front, and then claim reimbursement from the Board after the professional development session or event.

If trustees are unable to attend, they must make the effort to request a refund and inform the Trustee Services department in a timely manner.

Reimbursements are issued upon confirmation that the trustee has completed the conference, course or workshop. The Chair and Director or designates' sign-off on Part B of the conference form validates their attendance and approval for reimbursement. Exceptions may be made if the trustee is unable to attend due to extraordinary circumstances.

Pre-payment of registration fees by the Board could be made under special circumstances, such as financial hardship, or when the threshold of out-of-pocket costs exceed \$2,500, as approved by the Director or designate, and provided that advance notice of two weeks or more is given before the payment deadline.

If the Trustee is unable to attend and is unable to obtain a refund, they must provide a valid reason for their absence; otherwise they must reimburse to the Board the amount prepaid to the vendor.

6.3.5. Conference Meal Allowances

Multi-day or Overnight Conferences

Reimbursement for meals will be provided up to the maximum amounts below, as outlined, if supported by original receipts. The reimbursement for meals will only be for those meals not included in the conference registration. Reimbursement for meals while travelling to and from the conference destination are permitted only for costs incurred no earlier than 12 hours prior to the start time of the conference and no later than 12 hours after the end of the conference.

An agenda must be provided as supporting documentation, outlining start and end times of the conference for approval purposes.

Maximum meal expenditure will be provided up to \$70 per day and is capped at the meal amounts listed below and represents

Original itemized receipts must be provided with claims for reimbursement of actual meal expenses. The maximum amount is inclusive of taxes and gratuity. The \$70 per day meal expenditure is comprised of guided by the following: the sum of the following:

- \$20 maximum daily breakfast allowance
- \$20 maximum daily lunch allowance
- \$30 maximum daily dinner allowance

The breakfast on the first multi-day or overnight conference is still considered a personal expense and will not be eligible for the allowance.

Breakfast is expected to precede the start of the work day and therefore is considered a personal expense.

- ~~\$20 Breakfast;~~
- ~~\$20 Lunch;~~
- ~~\$30 Dinner.~~

~~Suggested amounts for meals can be combined, but cannot exceed the maximum daily allowance. When a fixed meal allowance is claimed in accordance to the eligibility criteria outlined, Trustees are not required to submit their meal receipts with their claim. The meal allowance amounts are inclusive of taxes and gratuity.~~

Single-day or Partial-day (Less than 6 hours) Conferences

The \$20 breakfast allowance is not applicable for single day or partial day conferences, as breakfast is considered a personal expense.

The \$20 lunch allowance may be claimed for single day or partial day conferences, when lunch is not provided at the conference.

The \$30 dinner allowance may be claimed for single day or partial day conferences, if the agenda goes beyond 6 p.m. and dinner is not provided at the conference.

These allowance amounts will be reviewed at least every two years and updated as required.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate.

For travel in the U.S. or other international destinations, meal reimbursements will be determined by the *Public Service of Canada National Joint Council's Travel Directive (Appendix D - Allowances)* and will be in effect during the period of travel. International travel expenses will be reimbursed in Canadian dollars.

6.3.6 Transportation

Air Travel – Canada and US

Trustees must make air travel reservations through the Chair's office. The reservation will be made through the Board's approved travel agent for air travel which will be Board paid/reimbursed.

The Board will pay basic economy/coach fares. No fare upgrades will be reimbursed by the Board.

Ground Travel

Personal vehicle mileage will be reimbursed at the approved rate per kilometre to a maximum of the economy airfare. The Board assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used on business. Those driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Trustees using their personal vehicle for Board business will be reimbursed at \$0.52 per km or at a rate in accordance with the approved kilometre allowance (see Request for Automobile Mileage Reimbursement, Form 582E). This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.

Toll charges in the GTA (e.g. Highway 407 ETR) will not be covered. Toll charges outside of the GTA will be covered and will require submission of receipts.

Rental vehicles are generally not preferred unless it is demonstrably the most economical means of transportation.

Reimbursement of rent of vehicles will occur up to the equivalent rate of car kilometre allowance. The cost of the rental should also include applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented and approved prior to rental if possible, and
- guided by the principle that the rental vehicle is the most economical and practical size taking into account the purpose, number of occupants and safety.

Rental of luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility of rented vehicles. Those driving a rented vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Aside from the use of personal or rental vehicles and air travel, other forms of travel may be permitted if they are considered more economical or reasonable. Examples include:

- Taxi or Ride Hailing Company – to and from airport.

- Train – reimbursed to maximum of economy fare.

Where a number of Trustees are attending the same function, shared travel should always be considered and required where possible.

Other Modes of Travel

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted for short occasional trips. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Public Transit – may be reimbursed for the cost of the trip. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement. The Board may also reimburse for monthly Presto passes, upon presentation of receipt.

Other Considerations for Ground Travel:

Where Trustees are attending the same function, shared travel should be considered where possible. Note that when multiple attendees are carpooling to the same destination, only the driver will claim reimbursement of vehicle costs.

All travel and other incidental expenses, including parking, taxi or ride hailing fare related to Board business will be reimbursed upon presentation of detailed receipts.

6.3.7 Accommodation

Events within the Greater Toronto Area (GTA)

Accommodation expenses within the Greater Toronto Area (GTA) are generally not allowable expenses. However, an exception may be made for Trustees to claim accommodation costs for events (such as conferences, conventions, seminars, workshops, etc.) within the GTA if the following two conditions are met:

1. Total length of travel (distance to the conference venue from Trustees residence and back) exceeds 150 kilometers;

AND/OR

2. Time: based on the official agenda, Trustee's participation is required at unusually early or late hours: i.e., agenda start and end times are earlier than 8 a.m. and/or later than 10 p.m.¹

Any exception to the above must be preauthorized by the Director based on consideration of the conference itinerary and distance travelled.

Events outside the Greater Toronto Area (GTA)

For events outside the GTA, standard hotel accommodation as recommended by the event organizers, subject to availability, is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.

Reimbursement for accommodation expenses are permitted only for costs incurred no earlier than 24 hours prior to the start time of the event and no later than 24 hours after the end of the event, to provide flexibility around flight and other travel time. Effort should be made to schedule earliest travel time from start/end of the conference/event.

Trustees are personally responsible for any additional overnight stays beyond this period.

6.3.8 Other Expenses

All other incidental expenses relating to Board business, supported by itemized receipts will be fully reimbursed if reasonable and justifiable.

—Transportation

Trustees must make air travel reservations through the Chair's office. The reservation will be made through the Board's approved travel agent for air travel which will be Board paid/reimbursed.

The Board will pay basic economy/coach fares. No fare upgrades will be reimbursed by the Board.

Personal vehicle mileage will be reimbursed at the approved rate per kilometre to a maximum of the economy airfare. The Board assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used on business. Those driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

¹ If the event end time is not stated on the agenda, it will be estimated as two hours from beginning of the last agenda item.

Trustees using their personal vehicle for Board business will be reimbursed in accordance with the approved kilometre allowance (see Request for Automobile Mileage Reimbursement, Form 582E). This allowance is to cover the costs of fuel, depreciation, maintenance and insurance. Toll charges in the GTA (e.g. Highway 407 ETR) will not be covered. Toll charges outside of the GTA will be covered and will require submission of receipts.

Rental vehicles are generally not preferred unless it is demonstrably the most economical means of transportation.

Reimbursement of rent of vehicles will occur up to the equivalent rate of car kilometre allowance. The cost of the rental should also include applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented and approved prior to rental if possible, and
- guided by the principle that the rental vehicle is the most economical and practical size taking into account the purpose, number of occupants and safety.

Luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility of rented vehicles. Those driving a rented vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Aside from the use of personal or rental vehicles and air travel, other forms of travel may be permitted if they are considered more economical or reasonable. Examples include:

- Taxi to and from airport.
- Train reimbursed to maximum of economy fare.

Where a number of Trustees are attending the same function, shared travel should always be considered and required where possible.

Section D: Food, Hospitality and Gifts

6.3 Hospitality

6.4 Hospitality - General Requirements

- (a) Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Board's expense to persons who are not engaged in work for:

- Toronto District School Board;
 - Designated Broader Public Sector (BPS) organizations as defined in the Broader Public Sector Expenses Directive; and
 - Any of the Ontario government ministries, agencies and public entities covered by the Travel, Meals and Hospitality Expenses Directive.
- (b) Hospitality may be extended to facilitate Board business and is considered desirable as a matter of professional courtesy.
- (c) For reimbursement purposes, Trustees must ensure that hospitality expenses are recorded, and records contain information for each function:
- The circumstances;
 - The form of hospitality;
 - The cost supported by original receipts itemized receipts;
 - Name and location of establishment;
 - Number of attendees;
 - Names of guests; and
 - Approval(s) by the Chair and Director (or designate)
- (d) Payment for alcoholic beverages using Board funds is prohibited at any hospitality event.
- (e) A Trustee must not provide or accept hospitality to/from entities engaged in vendor activities with the TDSB or have a pending vendor relationship with the Board.
- (f) Acceptance or offer of hospitality may constitute actual or perceived conflict of interest. Therefore, Trustees will consider the potential risks and exercise caution before accepting or offering gifts. A trustee will only accept the hospitality of a gift in the course of the professional relationship, if **all** of the following criteria are met:
- The gift is of nominal value and is infrequent and non-recurring, such as holiday candies or inexpensive give-aways;
 - A Trustee believes that the gift giver is not trying to obligate them, or improperly influence a decision;
 - It is considered normal and acceptable business practice for the purposes of courtesy and good business relations; and
 - Acceptance of the hospitality does not conflict with Board policies and procedures, and generally accepted ethical standards.

6.4.1 Tickets to Events

The cost for attendance at community events that directly support students in the TDSB are allowable expenses. Donation receipts for charitable events must not be claimed by the individual Trustee for income tax purposes.

6.4.2 Gifts of Appreciation or Bereavement

Gifts under ~~\$3050.00~~ may be provided as token gestures to individuals who are not employed in broader public sector organizations and must be supported by original receipts itemized receipts and explanation of purpose if expense is incurred. Gifts cannot be provided to Board employees. Appropriate gifts are:

- TDSB commemorative merchandise (i.e. mug or pen)
- thank you cards or gift of student art work

The Board may send a basket of flowers, fruit or gift of no more than \$200 on the death of a Trustee from the central governance budget with pre-approval from the Chair and the Director (or designate). Trustee discretionary budgets cannot be used for this purpose.

6.5 Contributions, Awards and Student Recognition

6.5.1 Contributions and Donations

Any monetary contributions to an individual TDSB school or multiple schools, as well as any donations to external organizations and charities from Trustee expense funds are disallowed, and therefore, will not be reimbursed.

6.5.2. Awards and Student Recognition

Certificates or letters of recognition may be provided as awards for specific individual student achievement. Educational gifts, such as books, TDSB merchandise or plaques, may also be provided up to ~~\$3050~~ per student from the Trustee discretionary budget for recognition of student achievement. Gift certificates are not acceptable student recognition awards. To ensure consistency, Trustees must obtain approval of the Board upon recommendation of the House Committee, before organizing any major student recognition events or award ceremonies.

Trustees will not use the awards and student recognition events to self-promote and must ensure compliance with the Board Member Code of Conduct (P075).

6.6 Food at Trustee Meetings and Forums

Non-alcoholic beverages, at a reasonable cost, may be provided at group meetings and professional development training sessions, where appropriate, when there are participants who are not employees of the Broader Public Sector.

Trustees will adhere to the following maximum meal rates outlined in the OPS Travel, Meals & Hospitality Expenses Directive when purchasing meals for staff or guests attending Trustee meetings or ward forums:

\$10.00 per person for breakfast

\$12.50 per person for lunch

\$22.50 per person for dinner

The amounts above are inclusive of taxes and up to 15% in gratuities. If the meal is centrally catered, the average cost per individual must not exceed these maximums. It is recommended, whenever possible, to use TDSB catering services, if they are located on the meeting site.

For daily meal allowances relating to conferences, please refer to Section C - Professional Development, Conferences & Workshops of this procedure.

Section E: Travel Expenses and Mileage

6.6.7 Travel Expense - Mileage

6.6.16.7.1 Application

The Trustee will prepare and submit the Request for Automobile Mileage Reimbursement (Form 582C) to the Chair and Director (or designate) for approval. Reimbursement is provided for necessary and reasonable expenditures on parking upon presentation of appropriate receipts. The per kilometer reimbursement rate is \$0.52.

6.6.26.7.2 Approval of Payment

The approved Trustee mileage Reimbursement form should be submitted separate from the Trustee Expense Claim. The claim is processed and paid by the Accounts Payable department. It is recommended that Trustee mileage claims are to be submitted at least quarterly. Mileage claims submitted past the September 30 deadline may not be reimbursed (see section 6.1.14).

The TDSB issues Trustees with a Declaration of Conditions of Employment form (T2200) which indicates the amount they have been paid.

Section F: International Travel – Outside of North America

6.7.6.8 International Travel – Out of Province

6.7.16.8.1 General Requirements

Trustees' travel will be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues (e.g., conferences, workshops, training opportunities). The guiding principle of this section is that plans for travel, meals, accommodation and hospitality, support Board objectives and are done in the most economical and/or practical fashion.

6.7.26.8.2 Travel

The type of travel selected should be the most practical and economical way to travel to align with the principles established in the BPS directive.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the Chair of the Board must be attained.

6.7.36.8.3 Accommodation

A standard room is the set option for accommodation consistent with the principle of value for money.

6.7.46.8.4 Meals

For travel in ~~other the U.S. or other~~ international destinations, meal reimbursements will be determined by the Travel Directive, Appendix D, [.\(https://www.njc-cnm.gc.ca/directive/d10/en\)](https://www.njc-cnm.gc.ca/directive/d10/en) of the National Joint Council of the Public Service of Canada in effect during the period of travel.

~~Original detailed~~Itemized receipts must be presented as part of the expense claim to be reimbursed in accordance with BPS and audit requirements. Pooling of meal allowances is not permitted.

TDSB will reimburse up to that amount where detailed, ~~original receipts~~itemized receipts are presented. Meal expenses related to international travel will be reimbursed in Canadian dollars.

~~6.7.56.8.5~~ 6.8.5 Incidental Expenses

Reasonable incidental expenses must be in relation to the official business of the Board. Incidental expenses will be reimbursed upon presentation of detailed, ~~original receipts~~ itemized receipts.

Examples of allowable incidental expenses:

- Cost of telephone calls to conduct business.
- Gratuities for meals, porter, hotel room service and taxis. The Board's reimbursement of gratuity is capped at 15% of pre-tax expense amount.
- Cost of internet connections and computer access charges.
- Facsimile and photocopying fees.
- Excess baggage fees for conference materials.

~~6.7.66.8.6~~ 6.8.6 Alcohol

Alcohol cannot be claimed or expensed under any circumstances and must not be included in claims for reimbursement.

Section G: Roles & Responsibilities

6.8.6.9 Roles and Responsibilities

~~6.8.16.9.1~~ 6.9.1 Trustees will:

- Authorize all expenses from their Trustee Office Expense (Form 582A – Trustee Expense Claim) budget ~~by signing all supporting documents with original signatures;~~
- Stay within budget guidelines (Form 582B – Trustee Expense Claim: Budget Guidelines) and expense categories as outlined in the policy and procedure;
- Maintain all equipment and furniture supplied by the Board;
- Return all Board owned equipment and furniture at the end of term (Form 656A – Employee/Trustee Equipment Checklist).
- Ensure all amounts claimed are appropriate properly supported and comply with all policies and procedures for reimbursement.

~~6.8.26.9.2~~ 6.9.2 Board staff – Governance and Board Services will support Trustees by:

- Providing support to Trustees for the proper submission and organization of expenses.
- Advise Trustees if items submitted for reimbursement are not in compliance with TDSB policies and procedures.
- Provide monthly notifications and updates to Trustees on budget status and cell phone or other technology expenses
- Provide training and orientation for staff and Trustees at the beginning of each term or as required/requested.

6.8.36.9.3 Board staff – Business Services Department will support Trustees and:

- Provide accounting, financial and purchasing support to the Trustees and Trustee Liaison Office.
- Provide guidance to Trustees and/or Administrative Liaison staff on Trustee expense policies and procedures and advise them if items submitted are not eligible for reimbursement.
- Ensure that amounts reimbursed are properly supported and compliant with relevant policies.
- Monitor changes in legislation, Board policies and procedures and ensure that this Procedure is updated as required.
- Provide notifications to Trustees on budget status, year-end procedures and assigned cut-off dates.

6.8.46.9.4 Assistant Comptroller, Administrative Services will:

- Manage procurement of office equipment, furniture and other Board assets for the Trustees.
- Coordinate return of assets provided to Trustees at the end of the elected term.

6.8.56.9.5 Board staff ,Information Technology Department will:

- Provide information technology support to Trustees regarding use of electronic equipment.

6.8.66.9.6 The Director or Associate Director, Finance and Operations (as Director's designate) will:

- Review and approve eligible Trustee expenses for reimbursement.
- Decline payment or reimbursement to ineligible expenses or expenses that do not relate to the role of a Trustee or business of the Board. Decline payment or reimbursement of submitted expenses that are not compliant with TDSB policies and procedures.

Section H: Other Provisions

6.96.10 Examples of allowable Trustee expenses

- Required travel
- Telephone and voice mail in the Trustee's office
- 50% of the cost of monthly internet service at home
- Professional Development/Conferences/Workshops related to the role of Trustee
- ~~Approved Trustee honoraria for attending~~ Board approved committees ~~including~~ expenses
- Personalized TDSB stationery (letterhead, business cards)
- Miscellaneous travel expenses and associated parking (ward meetings, constituent meetings, school visits), including taxi service
- Newsletters, flyers, postage, courier charges
- School council support (e.g., food, drinks, child care, translation services, and other necessary items or services)
- Purchases from the Board's distribution center
- All out-of-pocket reimbursement requests must be properly detailed, supported and approved
- Mailroom expenses
- Purchase orders over \$250 through Board approved vendors
- Purchase orders under \$250 through any vendor
- Permit fees
- Payments to guest speakers or other fee-for-service with detailed invoice outlining work performed that may occur at Trustee-hosted events
- Advice or legal services provided by an external legal firm related to a matter involving an action against the Trustee. A Trustee may contract advice or service from an external legal firm (on the list of approved firms) if approved by the Board. The payment of such legal advice will align with the stipulations in the TDSB's Complaint Protocol for the Board Member Code of Conduct (PR708).

6.106.11 Examples of ineligible expenses

- Alcohol
- Books, magazines, periodicals with no relation to role of Trustee or Board business
- Movie/entertainment channel programming
- Monthly TV cable fees and/or installation and program fees for home office
- Event costs for an event organized entirely by a third party with no participation by Trustee
- Costs of any equipment or services purchased outside the Board purchasing policies and procedures and approved contracts
- Purchases of office supplies for amounts over \$250 that are available from the Board's distribution center
- Personal use of Board purchased equipment such as smart phones (for example, long distance or roaming or data charges).
- Entertainment events such as theatre shows, musical performances, concerts, golf and green fees
- Raffle tickets, auctions events, table prize tickets at events, including galas
- Retail memberships
- Monetary, including gift card, awards
- Donations where formal recognition or tax receipt is provided to the Trustee
- ~~Purchases of supplies or promotional materials for election campaign or self promotion purposes~~
- Political contributions or expenses related to political events
- Any activity not related to role of Trustee
- Expenses incurred by a third party
- Payment to Board staff for any purpose; this includes gift cards or gifts.

6.116.12 Shared Services

Each Trustee can spend up to \$5,000 in annual allocation from the central governance budget for shared services expenditures (see section 6.1.14).

Allowable expenditures to be paid from the \$5,000 annual allocation are:

- Childcare attendant costs
- Translation services
- Interpreter Services
- Permits
- Shared Services Liaison Support

The Board will not be responsible for the costs of the above expenditures if they exceed the above annual maximum threshold. Trustees must use Board approved service providers for the above listed services.

All payroll timesheets relating to the above must be approved by the Chair and processed prior to the payroll year-end cut-off date in September, in order to be recorded in the correct fiscal year. Timesheets received and processed after the cut-off date will be charged to the subsequent year, and as a reduction from that year's budget allotment.

6.126.13 Election Campaigns

~~The Board's money, goods and services must not be used to provide campaign assistance to candidates. This requirement applies to all Trustees, including those who are not seeking re-election.~~

Trustees are required to adhere to Operational Procedure Use of Board Resources during Election Campaigns (PR533).

~~Some examples of money, goods and services not to be used in election campaigns are:~~

Money

- ~~○ Trustee expense allowances~~
- ~~○ other Board funds~~

Goods and Services

- ~~○ website~~
- ~~○ newsletters~~
- ~~○ media releases~~
- ~~○ telephones~~
- ~~○ voice mail~~
- ~~○ e-mail~~
- ~~○ the Board's logo~~
- ~~○ office supplies~~
- ~~○ the services of any Board employee or a person paid with Board funds~~

~~During election campaign periods, the Board will continue to support Trustees in performing their roles, including representing the interests of the constituents who elected them.~~

6.136.14 Disclosure and Posting of Trustee Expenses

The details of Trustee expenses, including all expense claim forms and supporting detailed receipts and invoices will be posted on a quarterly basis to the Board website. This disclosure includes those of the Chair and Vice-Chair.

Each Trustee is responsible for redaction of personal information on their expense claim records before they are posted on the Trustee external website.

7 EVALUATION

This procedure is to be reviewed and updated as required but at a minimum every four (4) years.

8 APPENDICES

~~N/A~~Appendix A: Permits Issued to TDSB Trustees
Appendix B:

9 REFERENCE DOCUMENTS

Policies:

- Acceptable Use of Information Technology Resources Policy (P088)
- Board Member Code of Conduct (P075)
- Budget Approval Policy (P012)
- Employee and Trustee Expenses Policy (P016)
- Purchasing Policy (P017)
- Trustee Constituency Communications Policy (P018)
- Trustee Pregnancy and Parental Leave Policy (P093)

Procedures:

- Employee/Trustee Equipment Checklist Procedure (PR656)
- Complaint Protocol for the Board Member Code of Conduct (PR708)
- Student Trustees Procedure (PR588)
- Use of Board Resources During Election Campaigns Procedure (PR533)

Forms:

- Form 582 A: Trustee Expense Claim Form
- Form 582 B: Trustee Expense Claim Form - Budget Guidelines (front and back)
- Form 582 C: Mileage Claim, Trustee Travel Log
- Form 582 D: Trustee Approval from Chair of the Board Prior to Purchase
- Form 582 E: Request for Automobile Mileage Reimbursement
- Form 582 F: Trustee Application to Attend Conference as Presenter
- AC-215A In-Province or Out-of Province Conference & Workshop Form

Other:

- *Broader Public Sector Accountability Act*
- Broader Public Sector Expenses Directive
- *Education Act*
- Travel Directive (Appendix D – Allowances) - Rates for International Travel. National Joint Council of the Public Service of Canada:
http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

- Travel, Meal and Hospitality Expenses Directive - National Joint Council of the Public Service of Canada: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

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APPENDIX A: Permits Issued to Trustees

A permit fee consists of 3 components as follows:

1. Application Processing Fee
2. Facility Rental Fee
3. Extra Services Fee (If applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

<u>Type of Activity</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>Ward meetings</u>	<u>Waived</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>One community event per school year</u>	<u>Waived</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>Additional community events</u>	<u>Waived</u>	<u>Community Youth and Seniors Category (Presently) – Subsidized Level 1 Category</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

The following guidelines are applicable for a permit issued to a TDSB Trustee in his/her official capacity:

- The Trustee must be present and is in charge during the permitted activity.
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and the Trustee Services will receive a copy of the permit.
- Permits will not be issued a Trustee to use TDSB facilities during an election campaign, pursuant to Operational Procedure PR533 GOV.

APPENDIX B: MAP OF GREATER TORONTO AREA

Greater Toronto Area



Toronto District School Board

Governance Procedure PR582(b)

Title: **TRUSTEE EXPENSE**

Adopted: May 14, 2014

Effected: May 14, 2014; September 1, 2017

Revised: February 2015; June 17, 2015; May 24, 2017, **{Insert new date here}**

Reviewed: May 24, 2017, **{Insert new date here}**

Authorization: Board of Trustees

1.0 RATIONALE

The Trustee Expense Procedure (the “Procedure”) supports implementation of the Toronto District School Board’s (TDSB) Employee and Trustee Expense Policy (P016). This Procedure is aligned with the Board Member Code of Conduct (P075), *Broader Public Sector Accountability Act* and follows the spirit of the Broader Public Sector (BPS) Expenses Directive, and the Travel, Meal and Hospitality Expenses Directive.

2.0 OBJECTIVE

To outline the requirements and process under which Trustees of the TDSB will be reimbursed for allowable expenses while performing Board business in the course of carrying out their responsibilities, representing the interests of students, the Board and the public.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Chair means the Chair of the Board of Trustees.

Central Governance Budget is the budget intended to capture the expenses of the Board, such as, Ontario Public School Boards’ Association (OPSBA) membership fees, costs for Board appointed representatives to attend the Provincial educational symposiums, labour relations meetings and annual general meetings organized by OPSBA, the cost of shared liaison services, the cost of equipment supplied at the beginning of the Trustee’s term of office and the cost of Board representation at seminars and conferences as approved by the Board of Trustees.

Official Business means duties and responsibilities of Trustees as prescribed by the

Education Act and further explained in the Governance Policy (P086), and directly related to operations of the Toronto District School Board.

Shared Services Expenses Allocation is an annual allocation of \$5,000 for each Trustee in the central governance budget for expenditures related to a childcare attendant, translation, interpreter services, permits and shared services liaison support.

Shared Services Liaisons are administrative staff retained by the Board for provision of administrative support to Trustees in carrying out the official business of the Board. Shared Services Liaisons report to the Executive Officer, Governance and Board Services.

Trustee Discretionary Budget is the annual budget of \$11,780 for each Trustee for discretionary expenses directly related to Trustees' official business, including professional development. Elected student Trustees share an annual discretionary budget of \$10,000.

Itemized Receipt is a document identifying the vendor with the date and amount of each expense item paid by the claimant. The document can be in an original paper, original electronic or scanned copy format.

Greater Toronto Area (GTA) is a provincial planning area, which includes the City of Toronto, Regional Municipalities of York, Halton, Peel and Durham. See Appendix B for a map of the area.

4.0 RESPONSIBILITY

Associate Director, Finance and Operations, and the Executive Officer, Governance and Board Services

5.0 APPLICATION AND SCOPE

This Procedure applies to all Trustees. The Procedure also covers staff involved in receiving, reviewing and processing Trustee expenses.

This document provides requirements and restrictions related to expenditures below:

Section A: Employee Expenditures – General Requirements

Section B: Furniture & Equipment

Section C: Professional Development, Conferences & Workshops

Section D: Food, Hospitality and Gifts

Section E: Travel Expenses and Mileage

Section F: International Travel – Outside of North America

Section G: Roles & Responsibilities**Section H: Other Provisions****6.0 PROCEDURES****Section A: Trustee Expenditures - General Requirements**

- 6.1.1. All expenses submitted for reimbursement must relate to the role of Trustee and the official business of the Board.
- 6.1.2. All expenses submitted for reimbursement must have itemized receipts and signature of the Trustee requesting payment. Amounts claimed for reimbursement must be supported by itemized, itemized receipts. The invoice or receipts must include details of goods or services purchased and the total cost, including applicable taxes. All reports and supporting documentation must be signed by each Trustee and include details as to the purpose of the expense.
- 6.1.3. The Board will only reimburse expenses incurred by the Trustee or their Shared Service Liaison or designated Governance and Board Services staff acting on the Trustee's behalf.
- 6.1.4. When claiming expenses for official business meetings, Trustees must provide supporting documentation with specific details about the business conducted (names of attendees, purpose of the meeting, and the type of facility that hosted the meeting, e.g., school or public venue). This requirement includes claims for meal and parking expenses. If it is not possible to collect individual names, Trustees will describe the attendees (for instance, parents/guardians, organization members, union representatives, community group members, media spokespeople, students, etc.) and provide an estimate number of the attendees.
- 6.1.5. Expenses of a personal nature cannot be claimed and will not be reimbursed.
- 6.1.6. To be reimbursed, Trustee expense claims must be approved by both the Chair and the Director (or designate).
- 6.1.7. Expense claims of the Chair of the Board must be approved by the Director (or designate) prior to processing for payment.
- 6.1.8. Trustees may appeal a decision concerning their expenses to the Audit Committee.

6.1.9. The TDSB's approved vendors are to be used for the purchasing of goods or services over \$250. Purchasing of goods or services must comply with the Board's purchasing policies and procedures as well as the Board Member Code of Conduct (P075).

6.1.10. Purchases over \$500 in value and/or contracts or subscriptions (exceeding one year) require prior written approval of the Chair and the Director (or designate). The reimbursement amount will be prorated based on the remaining Trustee term, if it is shorter than the term of the contract or subscription.

A Trustee-hosted event (e.g., workshop, public information evening, Ward meeting, etc.) estimated to cost over \$500 must be pre-approved by the Chair and the Director (or designate).

6.1.11. Trustees cannot exceed their annual budget allocations. Amounts remaining at year-end will not be carried forward to the next budget year. Budget amounts cannot be transferred to other Trustees.

6.1.12. Trustees may submit a joint reimbursement expense claim for a joint undertaking (e.g., public event, meeting, or information session, etc., where the event is hosted by more than one Trustee). Expense claims must be signed by all Trustee claimants.

6.1.13. Trustees may not use funds from their shared services expenses allocation to pay for expenses related to the Trustee discretionary budget. Trustees may not exceed the Trustee discretionary budget cap of \$11,780 per annum.

6.1.14. Trustees may use up to \$1,000 from their Trustee discretionary budgets to pay for expenses related to the shared services expenses allocation.

6.1.15. Expense claims must be submitted during the fiscal year when the expense occurred, and no later than September 30 of the next fiscal year. The date the expense is incurred is defined as the date the goods or services are delivered, and not the invoice date. Claims received after the September 30 deadline may not be paid and cannot be charged to the next year's budget.

- 6.1.16. Trustees will receive summaries of expenses paid and the budget remaining in their discretionary budgets on a monthly basis. If there are any discrepancies, Trustees must advise the Chair and the Director (or designate).
- 6.1.17. Each Trustee will have the Board cover one facility permit fee for a community event per school year, which includes permits required for an event on a weekend. Any costs for additional permits will be charged from the Trustee's shared services expense allocation. Extra fees for media supports and any caretaking services will be charged against the Trustee's discretionary budget. A community event is defined as events or activities that are not in a meeting or consultation setting, and are non-TDSB focused events. For example: Heritage or holiday celebrations. Please refer to Appendix A for details regarding permits issued to TDSB Trustees. In an election year, the Trustee budgets will be allocated between the two terms of office and pro-rated accordingly by the number of months in each term (First term: September 1 – November 30, Second Term: December 1 – August 31).
- 6.1.18. Pursuant to the Use of Board Resources during Election Campaigns Procedure (PR533), Board resources, including staff and funding will not be used for any election-related purposes.
- 6.1.19. Trustees are responsible to ensure compliance with the Employee and Trustee Expenses Policy (P016) and the Board Member Code of Conduct (P075) when determining how their discretionary budget is spent in order to meet the unique needs of the constituents in their ward. All expenses relating to individual ward activities and individual Trustees will be charged to the applicable Trustee discretionary budget.
- 6.1.20. Trustees will not use Board resources for the purpose of self-promotion and/or campaigning as per section 4.5 of the Board Member Code of Conduct (P075). Self-promotion includes advertising for personal financial gain as well as production and distribution of novelty items which contain the Trustee's name (e.g., personalized pens, pencils, magnets, keychains, banners, signs, plaques, balloons, etc.). TDSB will not reimburse any self-promotion expenses. Business cards and Trustee standard newsletters are not considered to be self-promotion.

Communication materials (mail-outs, flyers, posters, cards, etc.) must include substantive information such as details about the operations of the TDSB, its programs, upcoming TDSB special events, dates, or initiatives. Public communication, which only contains Trustee identifiers or contact information is considered self-promotion.

6.1.22 Trustees will refrain from submitting expense reimbursement requests for goods purchased through online e-commerce shopping sites such as Amazon or eBay. This is because products purchased through online e-commerce shopping sites are not properly vetted by the Board. The quality and safety of the products cannot be verified, as the source is often unknown. Also, the Board is expected to conduct an open and competitive procurement process whenever applicable, to comply with the Broader Public Sector Procurement Directive. These sites also generally do not provide the same level of service around product return, product recall and warranty protection, compared to Board approved vendors. Employees should contact the Purchasing department for assistance when they cannot locate an item from the Board's contracted vendors or the distribution center.

6.1.23 Materials purchased using a personal gift card is not a reimbursable expense. Reimbursements are approved when money has been spent out-of-pocket and is supported by an itemized receipt.

6.1.24 Trustees on pregnancy or parental leave will continue to have relevant Trustee expenses paid in accordance with the Employee and Trustee Expenses Policy (P016) and Trustee Pregnancy and Parental Leave Policy (P093).

Section B: Furniture & Equipment

6.2 General Requirements

At the beginning of each term, Trustees will be offered Board equipment, as described below, to assist in conducting official business of the Board. The equipment items will be offered according to the contracts in place at the Board for the procurement of such items. The equipment must be used in accordance with the requirements of the Acceptable Use of Information Technology Resources Policy (P088) and the Board Member Code of Conduct (P075).

Equipment purchased with Board funds is considered Board property and

must be returned to the Board at the end of the term or such earlier time as the Trustee leaves office. Equipment that is being replaced must also be returned to the Board. When a Trustee chooses new equipment, upon re-election, the new equipment will only be distributed to the Trustee upon return of the equipment used in their previous term. Lost or stolen equipment must be reported to the Board's Risk Management Department (refer to the Employee/Trustee Equipment Checklist Procedure (PR656)).

6.2.1 Parameters around use of the Central Governance Account:

Each Trustee can purchase up to the four technology items and one furniture item as listed below through the central governance account, at any point in time during the 4-year term, regardless of their start date of the elected term.

Technology:

- Handheld device (iPad or tablet)
- Cell phone (smart phone)
- Computer (desktop or laptop)
- Printer/Scanner/Fax

Trustees will be supplied with a smartphone device in accordance with the current contract in place with the supplier of such services to the Board. Trustees will be provided with monthly details of the service used on their Board supplied device. Any use charged above the plan for personal reasons must be reimbursed to the Board.

Trustees choosing to use devices other than through the Board contract will be reimbursed for the monthly cost of their plan up to the value of the monthly plan cost for Board devices. Additionally, reimbursement will be made for any long distance or data charges incurred related to the role of the Trustee. These amounts will be reimbursed upon presentation of the original statement with details of the monthly charge and the other costs included.

Furniture (for home office use):

- Filing cabinets

All furniture and equipment must be returned to the TDSB at the end of the Trustee's election term unless the Trustee is re-elected. All used technology items must be returned once replacements are provided to a Trustee. The replacement items will be purchased from either the central governance budget or the Trustee discretionary budget.

If a Trustee is re-elected in the following term, he/she may continue to use the previous term's equipment, or return the previous term's equipment and purchase up to the four technology items for the new 4-year term through the central governance budget.

Cost of repairs on used technology items outside of the term of warranty can be expensed through the central governance budget only if it is the result of manufacturing or product defects. The Board's Information Technology (I.T.) department must be consulted to determine if the equipment should be repaired or replaced.

6.2.2. Parameters for use of the Trustee discretionary budget:

All products purchased with Board funds are the property of the Board and will be returned upon the end of an election term.

All upgrades to existing equipment or new and supplementary technology purchases over and above the limit of four technology items per term per Trustee must be expensed through the Trustee discretionary budget.

Replacement and repair expenses resulting from lost, stolen or damaged furniture and equipment must be expensed through the Trustee discretionary budget.

All peripherals such as iPad cases, wireless mouse, memory enhancements and Bluetooth, must be expensed through the Trustee discretionary budget, as approved by the Chair and the Director (or designate).

6.2.3. Furniture and Equipment Tracking:

The tracking of all equipment and furniture purchased for each Trustee will involve the following staff and departments:

- Assistant Comptroller, Administrative Services: collects and organizes purchasing information (e.g., vendor, invoice date, delivery date, product information and description) for the equipment and furniture purchased. Ensures compliance with the TDSB's purchasing policies and procedures; shares purchasing details, for tracking purposes, with Governance and Board Services (Shared Services Administrative Liaison staff) and Finance Administration staff. Upon completion of an elected term, the Assistant Comptroller will arrange for collection of equipment and furniture that were ordered and are Board property.
- Governance and Board Services (Shared Services Administrative Liaison staff) will track all equipment and furniture that are

purchased for Trustees. Upon completion of an elected term the Shared Services Administrative Liaison staff will share their tracking records for purchased equipment and furniture to support the Assistant Comptroller in collecting the equipment and furniture.

The following should be documented on a Trustee Furniture & Equipment log: date of purchase, description of item, serial numbers (if any), purchase order number, start/end date of warranty, cost center, location of the item and approximate dollar value. Any used equipment or furniture inherited from previous terms that are currently in Trustees' possession should also be tracked on the log.

Section C: Professional Development, Conferences & Workshops

6.3 General Requirements

Plans for travel, meals, accommodation and hospitality must support the role of the Trustee and the official business of the Board in accordance with the Board Member Code of Conduct and the Employee and Trustee Expenses Policy (P016).

Allowable expenses include meals, registration, accommodation and other reasonable expenses dependent upon location of the conference but only when these expenses are not part of the conference fee.

6.3.1 Application

The Trustee's application for conference participation is required at least one month in advance, using the Out of Province/In Province Conferences and Workshops Form.

The conference program detail must accompany the form, [AC-215 Out of Province/Out of Country](#) or [In Province Conferences and Workshops form](#).

Note: Participation in workshops offered by TDSB **does not** require the completion and submission of this form.

6.3.2 Pre-Authorization

Proposals for attendance at Out of Province conferences, seminars or workshops must be pre-approved by the Board of Trustees upon recommendation by the House Committee of the Board. Once approved by the Board of Trustees, the Chair would authorize the application form.

6.3.3 Application to Attend as a Presenter

If a Trustee proposes to attend a conference, seminar or workshop as a presenter representing the TDSB, an application for participation must be approved in advance. This request would be completed using the form [Trustee Application to Attend Conference as a Presenter \(Form 582F\)](#). The application should include a written confirmation that the Trustee is participating as a Board presenter. The proposal must be discussed with and have the support of the Director and the Chair. The proposal for the conference, seminar or workshop presentation must be approved by the Board of Trustees upon recommendation by the House Committee of the Board. Once approved by the Board of Trustees, the Chair would authorize the application form. The expenses for a Trustee attending a conference as a presenter will be reimbursed from the central governance budget.

6.3.4 Advances and Payment Process

There will be **no advances** issued to trustees attending professional development sessions or events.

Trustees must pay for the registration costs up front, and then claim reimbursement from the Board after the professional development session or event.

If trustees are unable to attend, they must make the effort to request a refund and inform the Trustee Services department in a timely manner.

Reimbursements are issued upon confirmation that the trustee has completed the conference, course or workshop. The Chair and Director or designates' sign-off on Part B of the conference form validates their attendance and approval for reimbursement. Exceptions may be made if the trustee is unable to attend due to extraordinary circumstances.

Pre-payment of registration fees by the Board could be made under special circumstances, such as financial hardship, or when the threshold of out-of-pocket costs exceed \$2,500, as approved by the Director or designate, and provided that advance notice of two weeks or more is given before the payment deadline.

If the Trustee is unable to attend and is unable to obtain a refund, they must provide a valid reason for their absence; otherwise they must reimburse to the Board the amount prepaid to the vendor.

6.3.5. Conference Meal Allowances

Multi-day or Overnight Conferences

Meal allowances will be provided up to the maximum amounts below, as outlined, if the meals not included in the conference registration. Reimbursement for meals while travelling to and from the conference destination are permitted only for costs incurred no earlier than 12 hours prior to the start time of the conference and no later than 12 hours after the end of the conference.

An agenda must be provided as supporting documentation, outlining start and end times of the conference for approval purposes.

Maximum meal expenditure will be provided up to \$70 per day and represents the sum of the following:

- \$20 maximum daily breakfast allowance
- \$20 maximum daily lunch allowance
- \$30 maximum daily dinner allowance

The breakfast on the first multi-day or overnight conference is still considered a personal expense and will not be eligible for the allowance. Breakfast is expected to precede the start of the work day and therefore is considered a personal expense.

When a fixed meal allowance is claimed in accordance to the eligibility criteria outlined, Trustees are not required to submit their meal receipts with their claim. The meal allowance amounts are inclusive of taxes and gratuity.

Single-day or Partial-day (Less than 6 hours) Conferences

The \$20 breakfast allowance is not applicable for single day or partial day conferences, as breakfast is considered a personal expense.

The \$20 lunch allowance may be claimed for single day or partial day conferences, when lunch is not provided at the conference.

The \$30 dinner allowance may be claimed for single day or partial day conferences, if the agenda goes beyond 6 p.m. and dinner is not provided at the conference.

These allowance amounts will be reviewed at least every two years and updated as required.

Where a conference is attended in the United States of America, the maximum meal expenditure and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate.

For travel in the U.S. or other international destinations, meal reimbursements will be determined by the *Public Service of Canada National Joint Council's Travel Directive (Appendix D - Allowances)* and will be in effect during the period of travel. International travel expenses will be reimbursed in Canadian dollars.

6.3.6 Transportation

Air Travel – Canada and US

Trustees must make air travel reservations through the Chair's office. The reservation will be made through the Board's approved travel agent for air travel which will be Board paid/reimbursed.

The Board will pay basic economy/coach fares. No fare upgrades will be reimbursed by the Board.

Ground Travel

Personal vehicle mileage will be reimbursed at the approved rate per kilometre to a maximum of the economy airfare. The Board assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used on business. Those driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Trustees using their personal vehicle for Board business will be reimbursed at \$0.52 per km or at a rate in accordance with the approved kilometre allowance (see Request for Automobile Mileage Reimbursement, Form 582E). This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.

Toll charges in the GTA (e.g. Highway 407 ETR) will not be covered. Toll charges outside of the GTA will be covered and will require submission of receipts.

Rental vehicles are generally not preferred unless it is demonstrably the most economical means of transportation.

Reimbursement of rent of vehicles will occur up to the equivalent rate of car kilometre allowance. The cost of the rental should also include

applicable insurance. When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented and approved prior to rental if possible, and
- guided by the principle that the rental vehicle is the most economical and practical size taking into account the purpose, number of occupants and safety.

Rental of luxury and sport vehicles are prohibited.

The Board assumes no financial responsibility of rented vehicles. Those driving a rented vehicle on Board business cannot make claims to the Board for damages as a result of an accident.

Aside from the use of personal or rental vehicles and air travel, other forms of travel may be permitted if they are considered more economical or reasonable. Examples include:

- Taxi or Ride Hailing Company – to and from airport.
- Train – reimbursed to maximum of economy fare.

Where a number of Trustees are attending the same function, shared travel should always be considered and required where possible.

Other Modes of Travel

- Taxi or Ride Hailing Company (e.g. Uber, Lyft) – is permitted for short occasional trips. The employee should compare the rates between vendors and choose the most economical option. The Board will not reimburse premium fees (e.g. UberBlack, Lyft Lux, Limousine service, etc.)
- Public Transit – may be reimbursed for the cost of the trip. Copies of the public transit statements (e.g. Presto statement) or token purchase receipt must be provided by reimbursement. The Board may also reimburse for monthly Presto passes, upon presentation of receipt.

Other Considerations for Ground Travel:

Where Trustees are attending the same function, shared travel should be considered where possible. Note that when multiple attendees are carpooling to the same destination, only the driver will claim reimbursement of vehicle costs.

All travel and other incidental expenses, including parking, taxi or ride hailing fare related to Board business will be reimbursed upon presentation of detailed receipts.

6.3.7 Accommodation

Events within the Greater Toronto Area (GTA)

Accommodation expenses within the Greater Toronto Area (GTA) are generally not allowable expenses. However, an exception may be made for Trustees to claim accommodation costs for events (such as conferences, conventions, seminars, workshops, etc.) within the GTA if the following two conditions are met:

1. Total length of travel (distance to the conference venue from Trustees residence and back) exceeds 150 kilometers;

AND

2. Time: based on the official agenda, Trustee's participation is required at unusually early or late hours: i.e., agenda start and end times are earlier than 8 a.m. and/or later than 10 p.m.¹

Any exception to the above must be preauthorized by the Director based on consideration of the conference itinerary and distance travelled.

Events outside the Greater Toronto Area (GTA)

For events outside the GTA, standard hotel accommodation as recommended by the event organizers, subject to availability, is preferred. In the event there is no availability, similar accommodation will be reimbursed as appropriate. Recreational costs (e.g. fitness facilities, video rentals, mini bar charges, golf fees) will not be reimbursed.

Reimbursement for accommodation expenses are permitted only for costs incurred no earlier than 24 hours prior to the start time of the event and no later than 24 hours after the end of the event, to provide flexibility around flight and other travel time. Effort should be made to schedule earliest travel time from start/end of the conference/event.

Trustees are personally responsible for any additional overnight stays beyond this period.

6.3.8 Other Expenses

All other incidental expenses relating to Board business, supported by itemized receipts will be fully reimbursed if reasonable and justifiable.

¹ If the event end time is not stated on the agenda, it will be estimated as two hours from beginning of the last agenda item.

Section D: Food, Hospitality and Gifts

6.4 Hospitality - General Requirements

- (a) Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Board's expense to persons who are not engaged in work for:
- Toronto District School Board;
 - Designated Broader Public Sector (BPS) organizations as defined in the Broader Public Sector Expenses Directive; and
 - Any of the Ontario government ministries, agencies and public entities covered by the Travel, Meals and Hospitality Expenses Directive.
- (b) Hospitality may be extended to facilitate Board business and is considered desirable as a matter of professional courtesy.
- (c) For reimbursement purposes, Trustees must ensure that hospitality expenses are recorded, and records contain information for each function:
- The circumstances;
 - The form of hospitality;
 - The cost supported by itemized receipts;
 - Name and location of establishment;
 - Number of attendees;
 - Names of guests; and
 - Approval(s) by the Chair and Director (or designate)
- (d) Payment for alcoholic beverages using Board funds is prohibited at any hospitality event.
- (e) A Trustee must not provide or accept hospitality to/from entities engaged in vendor activities with the TDSB or have a pending vendor relationship with the Board.
- (f) Acceptance or offer of hospitality may constitute actual or perceived conflict of interest. Therefore, Trustees will consider the potential risks and exercise caution before accepting or offering gifts. A trustee will only accept the hospitality of a gift in the course of the professional relationship, if **all** of the following criteria are met:
- The gift is of nominal value and is infrequent and non-recurring, such as holiday candies or inexpensive give-aways;

- A Trustee believes that the gift giver is not trying to obligate them, or improperly influence a decision;
- It is considered normal and acceptable business practice for the purposes of courtesy and good business relations; and
- Acceptance of the hospitality does not conflict with Board policies and procedures, and generally accepted ethical standards.

6.4.1 Tickets to Events

The cost for attendance at community events that directly support students in the TDSB are allowable expenses. Donation receipts for charitable events must not be claimed by the individual Trustee for income tax purposes.

6.4.2 Gifts of Appreciation or Bereavement

Gifts under \$50 may be provided as token gestures to individuals who are not employed in broader public sector organizations and must be supported by itemized receipts and explanation of purpose if expense is incurred. Gifts cannot be provided to Board employees. Appropriate gifts are:

- TDSB commemorative merchandise (i.e. mug or pen)
- thank you cards or gift of student art work

The Board may send a basket of flowers, fruit or gift of no more than \$200 on the death of a Trustee from the central governance budget with pre-approval from the Chair and the Director (or designate). Trustee discretionary budgets cannot be used for this purpose.

6.5 Contributions, Awards and Student Recognition

6.5.1 Contributions and Donations

Any monetary contributions to an individual TDSB school or multiple schools, as well as any donations to external organizations and charities from Trustee expense funds are disallowed, and therefore, will not be reimbursed.

6.5.2. Awards and Student Recognition

Certificates or letters of recognition may be provided as awards for specific individual student achievement. Educational gifts, such as books, TDSB merchandise or plaques, may also be provided up to \$50 per student from the Trustee discretionary budget for recognition of student achievement. Gift certificates are not acceptable student recognition awards. To ensure

consistency, Trustees must obtain approval of the Board upon recommendation of the House Committee, before organizing any major student recognition events or award ceremonies.

Trustees will not use the awards and student recognition events to self-promote and must ensure compliance with the Board Member Code of Conduct (P075).

6.6 Food at Trustee Meetings and Forums

Non-alcoholic beverages, at a reasonable cost, may be provided at group meetings and professional development training sessions, where appropriate, when there are participants who are not employees of the Broader Public Sector.

Trustees will adhere to the following maximum meal rates outlined in the OPS Travel, Meals & Hospitality Expenses Directive when purchasing meals for staff or guests attending Trustee meetings or ward forums:

\$10.00 per person for breakfast
\$12.50 per person for lunch
\$22.50 per person for dinner

The amounts above are inclusive of taxes and up to 15% in gratuities. If the meal is centrally catered, the average cost per individual must not exceed these maximums. It is recommended, whenever possible, to use TDSB catering services, if they are located on the meeting site.

For daily meal allowances relating to conferences, please refer to Section C - *Professional Development, Conferences & Workshops* of this procedure.

Section E: Travel Expenses and Mileage

6.7 Travel Expense - Mileage

6.7.1 Application

The Trustee will prepare and submit the Request for Automobile Mileage Reimbursement (Form 582C) to the Chair and Director (or designate) for approval. Reimbursement is provided for necessary and reasonable expenditures on parking upon presentation of appropriate receipts. The per kilometer reimbursement rate is \$0.52.

6.7.2 Approval of Payment

The approved Trustee mileage Reimbursement form should be submitted separate from the Trustee Expense Claim. The claim is processed and paid by the Accounts Payable department. It is recommended that Trustee mileage claims are to be submitted at least quarterly. Mileage claims submitted past the September 30 deadline may not be reimbursed (see section 6.1.14).

The TDSB issues Trustees with a Declaration of Conditions of Employment form (T2200) which indicates the amount they have been paid.

Section F: International Travel – Outside of North America

6.8 International Travel

6.8.1 General Requirements

Trustees' travel will be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues (e.g., conferences, workshops, training opportunities). The guiding principle of this section is that plans for travel, meals, accommodation and hospitality, support Board objectives and are done in the most economical and/or practical fashion.

6.8.2 Travel

The type of travel selected should be the most practical and economical way to travel to align with the principles established in the BPS directive.

Considerations for making exceptions will be based on circumstances such as accommodation, length of travel, health and safety considerations. Prior approval by the Chair of the Board must be attained.

6.8.3 Accommodation

A standard room is the set option for accommodation consistent with the principle of value for money.

6.8.4 Meals

For travel in other international destinations, meal reimbursements will be determined by the Travel Directive, Appendix D, (<https://www.njc-cnm.gc.ca/directive/d10/en>) of the National Joint Council of the Public Service of Canada in effect during the period of travel.

Itemized receipts must be presented as part of the expense claim to be reimbursed in accordance with BPS and audit requirements. Pooling of meal allowances is not permitted.

TDSB will reimburse up to that amount where detailed, itemized receipts are presented. Meal expenses related to international travel will be reimbursed in Canadian dollars.

6.8.5 Incidental Expenses

Reasonable incidental expenses must be in relation to the official business of the Board. Incidental expenses will be reimbursed upon presentation of detailed, itemized receipts.

Examples of allowable incidental expenses:

- Cost of telephone calls to conduct business.
- Gratuities for meals, porter, hotel room service and taxis. The Board's reimbursement of gratuity is capped at 15% of pre-tax expense amount.
- Cost of internet connections and computer access charges.
- Facsimile and photocopying fees.
- Excess baggage fees for conference materials.

6.8.6 Alcohol

Alcohol cannot be claimed or expensed under any circumstances and must not be included in claims for reimbursement.

Section G: Roles & Responsibilities

6.9 Roles and Responsibilities

6.9.1 Trustees will:

- Authorize all expenses from their Trustee Office Expense (Form 582A – Trustee Expense Claim) budget
- Stay within budget guidelines (Form 582B – Trustee Expense Claim: Budget Guidelines) and expense categories as outlined in the policy and procedure;
- Maintain all equipment and furniture supplied by the Board;
- Return all Board owned equipment and furniture at the end of term (Form 656A - Employee/Trustee Equipment Checklist).

- Ensure all amounts claimed are appropriate properly supported and comply with all policies and procedures for reimbursement.

6.9.2 Board staff – Governance and Board Services will support Trustees by:

- Providing support to Trustees for the proper submission and organization of expenses.
- Advise Trustees if items submitted for reimbursement are not in compliance with TDSB policies and procedures.
- Provide monthly notifications and updates to Trustees on budget status and cell phone or other technology expenses
- Provide training and orientation for staff and Trustees at the beginning of each term or as required/requested.

6.9.3 Board staff – Business Services Department will support Trustees and:

- Provide accounting, financial and purchasing support to the Trustees and Trustee Liaison Office.
- Provide guidance to Trustees and/or Administrative Liaison staff on Trustee expense policies and procedures and advise them if items submitted are not eligible for reimbursement.
- Ensure that amounts reimbursed are properly supported and compliant with relevant policies.
- Monitor changes in legislation, Board policies and procedures and ensure that this Procedure is updated as required.
- Provide notifications to Trustees on budget status, year-end procedures and assigned cut-off dates.

6.9.4 Assistant Comptroller, Administrative Services will:

- Manage procurement of office equipment, furniture and other Board assets for the Trustees.
- Coordinate return of assets provided to Trustees at the end of the elected term.

6.9.5 Board staff ,Information Technology Department will:

- Provide information technology support to Trustees regarding use of electronic equipment.
- 6.9.6 The Director or Associate Director, Finance and Operations (as Director's designate) will:
- Review and approve eligible Trustee expenses for reimbursement.
 - Decline payment or reimbursement to ineligible expenses or expenses that do not relate to the role of a Trustee or business of the Board. Decline payment or reimbursement of submitted expenses that are not compliant with TDSB policies and procedures.

Section H: Other Provisions

6.10 Examples of allowable Trustee expenses

- Required travel
- Telephone and voice mail in the Trustee's office
- 50% of the cost of monthly internet service at home
- Professional Development/Conferences/Workshops related to the role of Trustee
- Board approved committee expenses
- Personalized TDSB stationery (letterhead, business cards)
- Miscellaneous travel expenses and associated parking (ward meetings, constituent meetings, school visits), including taxi service
- Newsletters, flyers, postage, courier charges
- School council support (e.g., food, drinks, child care, translation services, and other necessary items or services)
- Purchases from the Board's distribution center
- All out-of-pocket reimbursement requests must be properly detailed, supported and approved
- Mailroom expenses
- Purchase orders over \$250 through Board approved vendors
- Purchase orders under \$250 through any vendor
- Permit fees
- Payments to guest speakers or other fee-for-service with detailed invoice outlining work performed that may occur at Trustee-hosted events
- Advice or legal services provided by an external legal firm related to a matter involving an action against the Trustee. A Trustee may contract advice or service from an external legal firm (on the list of approved firms) if approved by the Board. The payment of such legal advice will align with the stipulations in the TDSB's Complaint Protocol for the Board Member Code of Conduct (PR708).

6.11 Examples of ineligible expenses

- Alcohol
- Books, magazines, periodicals with no relation to role of Trustee or Board business
- Movie/entertainment channel programming
- Monthly TV cable fees and/or installation and program fees for home office
- Event costs for an event organized entirely by a third party with no participation by Trustee
- Costs of any equipment or services purchased outside the Board purchasing policies and procedures and approved contracts
- Purchases of office supplies for amounts over \$250 that are available from the Board's distribution center
- Personal use of Board purchased equipment such as smart phones (for example, long distance or roaming or data charges).
- Entertainment events such as theatre shows, musical performances, concerts, golf and green fees
- Raffle tickets, auctions events, table prize tickets at events, including galas
- Retail memberships
- Monetary, including gift card, awards
- Donations where formal recognition or tax receipt is provided to the Trustee
- Political contributions or expenses related to political events
- Any activity not related to role of Trustee
- Expenses incurred by a third party
- Payment to Board staff for any purpose; this includes gift cards or gifts.

6.12 Shared Services

Each Trustee can spend up to \$5,000 in annual allocation from the central governance budget for shared services expenditures (see section 6.1.14).

Allowable expenditures to be paid from the \$5,000 annual allocation are:

- Childcare attendant costs
- Translation services
- Interpreter Services
- Permits
- Shared Services Liaison Support

The Board will not be responsible for the costs of the above expenditures if they exceed the above annual maximum threshold. Trustees must use Board approved service providers for the above listed services.

All payroll timesheets relating to the above must be approved by the Chair and processed prior to the payroll year-end cut-off date in September, in order to be recorded in the correct fiscal year. Timesheets received and processed after the cut-off date will be charged to the subsequent year, and as a reduction from that year's budget allotment.

6.13 Election Campaigns

Trustees are required to adhere to Operational Procedure Use of Board Resources during Election Campaigns (PR533).

6.14 Disclosure and Posting of Trustee Expenses

The details of Trustee expenses, including all expense claim forms and supporting detailed receipts and invoices will be posted on a quarterly basis to the Board website. This disclosure includes those of the Chair and Vice-Chair.

Each Trustee is responsible for redaction of personal information on their expense claim records before they are posted on the Trustee external website.

7 EVALUATION

This procedure is to be reviewed and updated as required but at a minimum every four (4) years.

8 APPENDICES

Appendix A: Permits Issued to TDSB Trustees

Appendix B:

9 REFERENCE DOCUMENTS

Policies:

- Acceptable Use of Information Technology Resources Policy (P088)
- Board Member Code of Conduct (P075)
- Budget Approval Policy (P012)
- Employee and Trustee Expenses Policy (P016)
- Purchasing Policy (P017)
- Trustee Constituency Communications Policy (P018)
- Trustee Pregnancy and Parental Leave Policy (P093)

Procedures:

- Employee/Trustee Equipment Checklist Procedure (PR656)
- Complaint Protocol for the Board Member Code of Conduct (PR708)
- Student Trustees Procedure (PR588)
- Use of Board Resources During Election Campaigns Procedure (PR533)

Forms:

- Form 582 A: Trustee Expense Claim Form
- Form 582 B: Trustee Expense Claim Form - Budget Guidelines (front and back)
- Form 582 C: Mileage Claim, Trustee Travel Log
- Form 582 D: Trustee Approval from Chair of the Board Prior to Purchase
- Form 582 E: Request for Automobile Mileage Reimbursement
- Form 582 F: Trustee Application to Attend Conference as Presenter
- AC-215A In-Province or Out-of Province Conference & Workshop Form

Other:

- *Broader Public Sector Accountability Act*
- Broader Public Sector Expenses Directive
- *Education Act*
- Travel Directive (Appendix D – Allowances) - Rates for International Travel. National Joint Council of the Public Service of Canada:
http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng
- Travel, Meal and Hospitality Expenses Directive - National Joint Council of the Public Service of Canada: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

APPENDIX A: Permits Issued to Trustees

A permit fee consists of 3 components as follows:

1. Application Processing Fee
2. Facility Rental Fee
3. Extra Services Fee (If applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

Type of Activity	Application Processing Fee	Facility Rental Fee	Extra Services Fee
Ward meetings	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
One community event per school year	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
Additional community events	Waived	Community Youth and Seniors Category (Presently) – Subsidized Level 1 Category	Any costs arising from extra caretaking needs, media support, etc.

The following guidelines are applicable for a permit issued to a TDSB Trustee in his/her official capacity:

- The Trustee must be present and is in charge during the permitted activity.
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and the Trustee Services will receive a copy of the permit.
- Permits will not be issued a Trustee to use TDSB facilities during an election campaign, pursuant to Operational Procedure PR533 GOV.

APPENDIX B: MAP OF GREATER TORONTO AREA

Greater Toronto Area



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Written Notice of Motion for Consideration (Trustees Pilkey and Doyle)

From: Denise Joseph-Dowers, Manager, Board Services, Governance and Board Services

In accordance with Board Bylaw 5.15.2, notice of the following motion was provided at the regular meeting of the Governance and Policy Committee on January 8, 2020 and is therefore submitted for consideration at this time.

5.15.2 A notice of motion will be introduced by a member who is present as an advance notification of a matter to be considered at a subsequent Board or Committee meeting. A notice of motion will not be debated at the meeting at which it is introduced...

5.15.2 (c) A notice of motion submitted prior to, or at a committee meeting, will be considered at a subsequent committee meeting...

Board Self-Assessment

Whereas, on April 20, 2016, the Board decided:

That a Board performance assessment, including options for self-assessments, be developed and presented to the Board for discussion;

and;

Whereas, Board self-assessment provides an opportunity to:

- i. look internally at the board itself,
- ii. reflect on each board member's individual and shared responsibilities,
- iii. identify different perceptions and opinions among board members,
- iv. determine areas of responsibility that need attention, and
- v. use the results as a springboard for board improvement;

Therefore, be it resolved:

That a Board consultant be retained to develop a self-assessment tool for trustees that can be applied annually.

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Written Notice of Motion (Trustee Li, on behalf of Trustee Story and Trustee Doyle)

From: Denise Joseph-Dowers, Manager, Board Services, Governance and Board Services

In accordance with Board Bylaw 5.15.2, the following motion is submitted as notice at this time and for consideration at a subsequent committee meeting.

5.15.2 A notice of motion will be introduced by a member who is present as an advance notification of a matter to be considered at a subsequent Board or Committee meeting. A notice of motion will not be debated at the meeting at which it is introduced...

5.15.2 (c) A notice of motion submitted prior to, or at a committee meeting, will be considered at a subsequent committee meeting...

Board Bylaws: Amendments

Whereas, on November 28, 2018, the Board approved revised bylaws, which included, the following clauses:

5.15.2 A notice of motion will be introduced by a member who is present as an advance notification of a matter to be considered **at a subsequent Board** or Committee meeting. A notice of motion will not be debated at the meeting at which it is introduced.

5.12.8 The consent agenda will be prepared for regular Board meetings as part of agenda development. The consent agenda is the portion of the agenda with items presented together and adopted at once without further debate.

4.1.2 The Board may establish by resolution any committee it deems appropriate, including but not limited to standing, statutory, special or community advisory committees, subject to applicable legislation...

and;

Whereas, the Board established three standing committees, the Finance, Budget and Enrolment Committee, the Program and School Services Committee and the Governance and Policy Committee, all with mandates that speak to their title; and

Whereas, a Committee of the Whole, composed of all trustees with full participation and voting privileges was established with the following mandate:

- i. The development and annual review of the Board's Multi-Year Strategic Plan for the Board, in consultation with the Director or designate;
- ii. The Board's inter-governmental relations;
- iii. The development and management of plans for senior leadership succession;
- iv. Professional development for members of the Board;
- v. Facility and property matters, including property disposition, major capital projects, boundary changes;
- vi. Matters related to Trustees and Trustee Services; and
- vii. Other issues referred to it from time to time by the Board or the Chair of the Board;

and;

Whereas, in comparison with the titles of the standing committees, the title, Committee of the Whole, does not reflect the work of that committee;

Therefore, be it resolved:

- (a) That the Director present revisions to the Board's bylaws to reflect the following, for consideration by the Governance and Policy Committee in the spring 2020 cycle of meetings:
 - (i) That "at a subsequent Board" be deleted from clause 5.15.2;
 - (ii) That 'staff reports that are presented directly to the Board, without prior discussion at committee, be excluded from the consent process and be presented at the meeting for discussion" be added to clause 5.12.8;
 - (iii) That the name of the committee, Committee of the Whole be changed to Planning and Priorities Committee, with no change to the membership and mandate.

Written Notice of Motion (Trustees Pilkey and Doyle)

From: Denise Joseph-Dowers, Manager, Board Services, Governance and Board Services

In accordance with Board Bylaw 5.15.2, the following motion is submitted as notice at this time and for consideration at a subsequent committee meeting.

5.15.2 A notice of motion will be introduced by a member who is present as an advance notification of a matter to be considered at a subsequent Board or Committee meeting. A notice of motion will not be debated at the meeting at which it is introduced...

5.15.2 (c) A notice of motion submitted prior to, or at a committee meeting, will be considered at a subsequent committee meeting...

Membership on the Director's Performance Appraisal Committee

Whereas, on December 1, 2016, the Board established the Director's Performance Appraisal Committee with a membership of seven trustees, including the Chair and Vice-chair of the Board; and

Whereas, the Board appointed Trustees Arp, Chadwick, Gershon, Gough, Kandavel, Moise and Pilkey to serve on the Director's Performance Appraisal Committee for a term ending November 30, 2017; and

Whereas, on December 4, 2017, the Board decided:

- (a) That the term for membership on the Director's Performance Appraisal Committee be changed from one year to two years;
- (b) That the term of the current members on the Director's Performance Appraisal Committee, Trustees Arp, Chadwick, Gershon, Gough, Kandavel, Moise and Pilkey be extended to November 30, 2018

and;

Whereas, on December 3, 2018, the Board appointed Trustees Donaldson, Li, Mammoliti, Moise, Pilkey, Sriskandarajah and Wong to service on the Director's Performance Appraisal Committee for a term ending November 14, 2020; and

Whereas, Trustee Doyle was elected as Vice-chair of the Board on November 18, 2019 and thereby replaced Trustee Moise as Vice-chair;

Therefore, be it resolved:

- (a) That membership on the Director's Performance Appraisal Committee be revised to reflect that Trustee Doyle has replaced Trustee Moise on the committee for the term November 18, 2019 to November 14, 2020;

- (b) That the following be added to the terms for membership on the Director's Performance Appraisal Committee:

That the term for membership on the Director's Performance Appraisal Committee for the Board chair and vice-chair positions be subject to the results of the Organizational meeting for the positions of chair and vice-chair of the Board.

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

The Governance and Policy Committee's mandate will be to consider and make recommendations to the Board on governance and policy matters referred to it for consideration, including review of Board governance practices and the ongoing development and review of the Board's policies.



Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.