Greater Essex County Parent Involvement Committee
Tuesday, January 23, 2024 - 6:00 p.m. – 8:00 p.m.
451 Park Street West, Windsor, ON. N9A 6K1
Kingsville Room

AGENDA

Welcome – Raquel Roberts

Land Acknowledgement: We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial.

This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe (Ah-nish-e-naa-bay), Haudenosaunee (Hoe-den-oh-show-nee), Lenni (Len-eh) Lenape (Le-naw-pay) and allied Nations to peacefully share and care for the resources around the Great Lakes.

Specifically, we would like to acknowledge the presence of the Three Fires Confederacy (Ojibwey (Oh-jib-way), Odawa (Oh-dah-wah), Potawatomi (Paw-taw-watt-oh-me) and Huron/Wendat (Wen-dat) Peoples.

We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

6:00PM – School Council Finances – K. Dominato (20 Mins.)
School Generated Funds Policy and Regulation Review – R. Roberts (5 Mins.)
Kindergarten Registration – L Bates (5 Mins.)

GECPIC Business:

i. PRO Grant Update – R. Roberts (5 Mins.)
ii. Sub-Committee Breakouts (45 Mins.)
iii. Sub-Committee Updates to GECPIC (10 Mins.)

Adjournment

Policy: Fundraising / School Generated Funds

Reference No: P-BA-13

The Greater Essex County District School Board acknowledges that every student has the right to attend a school where they are a qualified resident pupil, without payment of a fee. In order to support the costs of school events, or enhanced or optional programming, voluntary fundraising is permitted.

Voluntary fundraising initiatives shall complement the Board's mission, vision and strategic priorities to support student success and well-being. At no time will students be excluded from participating in any school activity or event based on their ability to pay or to fundraise. The dignity of every student and their families will be honoured.

~~The Greater Essex County District School Board (GECDSB) recognizes that fundraising for certain school event, or to acquire special items, is beneficial for the school and its supporting community. It allows for community participation and provides extra funds for special purposes.~~

~~Like all activities that support education, fundraising should reflect the values and expectations of the GECDSB and the school community, including those of parents, students and staff.~~

~~The goal of all fundraising is to enhance the educational environment and opportunities for students. Voluntary fundraising allows students an opportunity for enhanced community awareness and personal responsibility. When a school chooses to engage in fundraising activities, it is important to consider the purpose and principles of public education including diversity, accessibility and inclusivity.~~

~~The Greater Essex County District School Board is committed to the following guiding principles in regard to fundraising:~~

1. ~~Funds raised for school purposes are used to complement, not replace, public funding for education and should be consistent with the Board's mission and values and support student achievement and well-being.~~
2. ~~Participation in fundraising activities is strictly voluntary and should reflect the diversity values and priorities of the local community.~~
3. ~~The safety of students is a primary consideration in all fundraising activities.~~
4. ~~Fundraising activities are developed, organized and reported on using a transparent and accountable process to meet the public's expectations and demonstrate ethical stewardship for public dollars.~~

Regulation:

Reference No:

Preamble

The Regulation covers any funds raised in the name of and/or for the benefit of the school or the Board. These funds would fall into the following categories:

- School initiated fund (involves staff and students only)
- Special interest groups including school council/parents, clubs/home and school/booster clubs/alumni groups (involves groups directly connected to school using school name)
- External community partnerships (external groups not connected to school)
- Board-wide funds (example W.E. Care for Kids campaign)

When schools choose to engage in fundraising activities it is important to:

- Comply with ~~board~~ Board Policies/Regulations;
- Ensure that the activities are ~~consistent with the purposes and principles of public education~~used to complement, not replace, public funding for education;
- Seek advice from the school community; and
- Support and protect staff and volunteers from legal liability through practices that promote accountability for the handling and proceeds raised from these activities.

Regulations:

1. All fundraising activities conducted in the name of the school or for the benefit of the school and its students must be approved by the Principal.
2. Before any fundraising project involving elementary students is conducted, parents/guardians shall be informed that the project has the support of the Principal.
3. The Principal will ensure that students and parents/guardians are aware that canvassing by all elementary school students will be restricted to family and friends (i.e. no door-to-door canvassing).
4. Participation by students in any fundraising activity is voluntary.
5. All fundraising on school property that involves the sale of food or beverage must adhere to Ministry of Education Policy/Program Memorandum 159 (School Foods and Beverage Policy).
6. Pursuant to Section 25(1) of Ministry Regulation 298, the board must approve all fundraising activities through the Superintendent of Business. Approved fundraising activities may include but are not limited to:
   - Sale of products
   - Advertising in yearbooks or school newspaper
   - Bingo games, lottery or raffles
   - In-school events (school dances, musical shows or productions)
   - Donations to charitable organizations or causes

7. For fundraising events which are unusual or unique in nature, the Principal should seek the advice of the Superintendent of Education responsible for the school as to the appropriateness of the event.
8. Decisions on what types of expenses will be permitted with the funds raised shall be as follows:
   - **School initiated funds**: the Principal shall determine the permitted use
   - **Special interest groups including school council/parents, club/booster clubs/alumni groups**: The groups and the Principal shall agree on the goal and the permitted expenses in advance of any fundraising activity. If, after fundraising, circumstance change and/or the expenditure goal needs to be changed, it will only be changed with the agreement of both the groups and the Principal. If no agreement is reached, the funds raised will be held until a goal agreeable to both parties is found.
   - **Other community partnerships (i.e. with an external group)**: the group shall consult with the Principal and make the decision in accordance with Board policies.
9. The fundraisers must maintain financial records in accordance with ~~administrative~~ Administrative ~~procedure~~ Procedure AP-BA-13, School Fund Accounting. The Board reserves the right to randomly review the financial records of fundraising activities. Financial records shall be kept for at least seven (7) years after the year in which the activity was completed.

   Home and School financial record keeping, signing authority, and expenditure goals shall be in accordance with the Constitution, by-laws and guidelines of the Home and School Association.

10. Public Sector Accounting Board (PSAB) standards require that all school boards consolidate the funds generated at the school level with the annual financial statements of the school board. All funds collected through school, or school council fundraising are subject to the Board's regular audit and accountability requirements.

11. The Principal shall provide feedback to the students, parents/guardians and the community as to how the funds were used. (i.e. school announcements, the school's website~~,~~ ~~Minutes~~ minutes of meetings, newsletters etc.).

12. The Principal is ~~encouraged~~ required to ~~develop~~ prepare an fundraising annual plan to coordinate and avoid overlap of fundraising activities where possible. Fundraising plans are to be submitted to the Superintendent of Business no later than October 31st of each year.

13. Bingos and lotteries (including Nevada tickets) shall be carried out in accordance with the established regulations and procedures of the Alcohol and Gaming Commission of Ontario and local municipal regulations and procedures.

14. Capital projects supported by fundraising should:

- Be complementary to publicly funded education.
- Be in alignment with the Board's overall capital priorities and planning processes, the school improvement plan, and the Ministry's priorities;
- Not result in an increase in the student capacity of a school;
- Not result in a significant increase in school or Board operation or capital costs; and
- Consider restrictions related to conflict of interest and procurement policies.

15. Fundraising activities must be compliant with:

- Municipal, providing and federal legislation; and
- Ministry of Education guidelines and policies.