

Topic:	Technological Education Services
Effective:	January 2016
Cross-Reference:	Health and Safety; Decentralized Budgets Administrative Procedure; School Generated Funds Administrative Procedure; School Generated Funds Recording and Reporting Requirements Manual; Healthy Food for Healthy School Administrative Procedure; Day Field Trips and In-School Presentations Administrative Procedure; Donations and Charitable Receipts Administrative Procedure; Travel and Expense Reimbursement Administrative Procedure; Disposal of Board-owned Inventory Surplus and Obsolete Assets Administrative Procedure; Purchasing Procedures Procurement Administrative Procedure; Online Payments Administrative Procedure; Code of Conduct; Code of Ethics
Revision Date:	January 2021
Review Date:	January 2024
Responsibility:	Superintendent of Education, Secondary Programs

INTENDED PURPOSE:

To provide schools who offer Technological Education programs including Ontario Youth Apprenticeship Programs (OYAP) and Specialist High Skills Major programs (SHSM) with procedures and processes to increase accountability and transparency regarding services provided to the public, and administration of these programs in recognition of the value these authentic and unique hands on learning opportunities provide for students.

Within the area of Technological Education, the Halton District School Board (HDSB) is committed to providing:

- appropriate training, knowledge, and skills to students;
- access to up-to-date equipment and future technologies along with opportunities for innovation;
- where possible, both the teaching and application of theory through a “hands on” instructional methodology;
- classroom activities and student use of equipment that are in accordance with Health and Safety standards; and
- authentic and relevant learning experiences for students by making connections with other subject areas, employers, and community to contextualize student learning.

DEFINITION:

Technological Education: Ministry of Education curriculum that defines program requirements in the areas of Communications Technology, Computer Technology, Construction Technology, Green Industries, Hairstyling and Aesthetics, Healthcare, Hospitality and Tourism (including Food Schools), Manufacturing Technology, Technological Design, and Transportation Technology (including auto body) as well as Ontario Youth Apprenticeship, Specialist High Skills Major, other Specialty School to Career Programs, and any other area, as determined by the HDSB, that meets the criteria outlined in the provincial curriculum document.

PROCEDURES:

The following procedures apply to all Technological Education programs offered by HDSB. These procedures must be used, with appropriate up to date forms, when service or product is provided to staff, students, or community members through the area of Technological Education.

The Principal in conjunction with the Technological Education Department Head and the Technological Education Teacher running the course, shall oversee all technological education services provided to ensure compliance with applicable laws, regulations and licensing requirements for the staff and technological education services provided and ensure appropriate curriculum connections are in place and are specifically designed to meet course curriculum outcomes.

REQUIREMENTS:**Use of Machinery, Equipment and Materials Purchased/Owned by the School**

Machinery, equipment and materials owned and purchased by the HDSB, shall only be used when an individual is acting within the scope of their duties in providing learning opportunities tied to curricular or co-curricular instruction for HDSB students or when used as part of professional development conducted on site for the purpose of updating of teacher skills.

Communication of/Request for Services or Products

Staff, students, or other community members may request service or products prepared/produced by students, under the supervision of a teacher, through Technological Education courses. The Principal will decide upon and communicate what Technological Education products and/or services will be provided to the broader school community.

Requests for services or products supplied must be pre-authorized by the Technological Education Department Head and/or course teacher so that the projects complement the Technological course curriculum and are safe and appropriate for student work as outlined in Technological Education Health and Safety procedures.

Signage should be posted in Technological Education “shops” providing services to staff and/or the public reminding potential customers that students are learners and not professionals.

Services and products provided by students in a Technological Education Program in excess of \$2,000 shall be approved by the Principal using the appropriate, up to date accounting forms (found in the School Generated Funds - Recording and Reporting Requirements Manual). When staff orders and receives services or products, valued in excess of \$2,000, one level up approval must be obtained when the order is placed.

The purchase of parts, products, supplies or goods shall be done so for the sole purpose of the delivery of curriculum or enhancement of Technological Education programs or other school co-curricular programs or activities (e.g., skills competitions, robotics teams, school plays, parent nights, etc.).

Work Orders

Work orders shall be produced for all Technological Education services provided on or off site prior to the work commencing. Work orders follow a standard format, shall be pre-numbered, and matched to the corresponding Supervisor - School Business (also known as the Business Manager) copy of the customer invoice. Work orders may be print based or computerized.

Where possible, a client should sign a “Release Indemnification Form” and the signed copy should be attached to the school’s copy of the work order (sample forms available to staff on Secondary Program website and in School Generated Funds - Recording and Reporting Requirements Manual).

Invoicing of Services to Customers

Customers, including staff, students, and community members must pay for all parts and supplies associated with the requested service or product at the time the good(s) and/or service(s) are provided. Goods and products sold in the Technological Programs must be sold at direct cost (i.e., the amount paid by the school for the goods).

A service fee may be charged for services performed by students/teachers in Technological Education programs. This service fee is not to exceed 10% of the direct cost of the goods or products sold (e.g., parts used in repair of vehicle). For example:

Replacement of brakes as example: brakes cost \$200, maximum service fee not to exceed \$20 (i.e., 10% x \$200), total maximum amount that could be charged to the customer would be \$220.

This method ensures that the transaction will remain HST exempt. Note that Food School activities may operate on a profit basis as opposed to operating on a cost recovery basis as this recognizes the higher margin of student error/breakage.

An itemized invoice, pre-numbered and made in triplicate (if not using a computerized program), must be prepared by the Technological Education Teacher upon completion of the service or product provided. For certain technological education programs i.e. Food Schools, Cosmetology, a point-of-sale register may be used in place of an invoice. One copy of the invoice shall be provided to the customer, one copy shall be kept by the teacher, and one copy shall be provided to the school's Supervisor - School Business with the daily deposit. Standardized fees will be set up in School Cash Online and all clientele, from Board employees to community members, should be directed to the site as the preferred method of payment for all services where point-of-sale is not used. The invoice shall be marked as "Paid", with method of payment indicated. The Supervisor- School Business shall review the invoices received to ensure all invoices are accounted for and paid.

Receipts (Customer Payment of Invoices)

Customers must provide payment to the school for products/services rendered upon completion of the service or provision of the product. Payment is preferred through the School Cash Online Payment System, although payment by cash, or by cheque payable to the secondary school where the work was completed will be accepted where using online payment may cause undue hardship. When funds are not collected through the online payment process, the deposit shall be prepared in accordance with the School Generated Funds - Recording and Reporting Requirements Manual. Outstanding payments from customers should be followed up within 10 business days by the Technological Education Teacher, the Department Head or the Supervisor -- School Business. Practices should be put into place to minimize services being delivered without the school recovering its costs. The responsibility for failure to collect payment from a customer falls on the school.

Cash floats utilized for the purposes of food sales (e.g., Cafeterias, Snack Shops, etc.) must also follow the HDSB School Generated Funds - Recording and Reporting Requirements Manual and should be counted each morning before accepting any new payments.

Approval and Payment of Supplier Invoices

All purchases and payments must be made in accordance with the Procurement Administrative Procedure and the School Generated Funds Administrative Procedure and must adhere to the following steps:

1. The Technological Education Department Head authorizes the ordering of products or services as required for course instruction.
2. The course teacher(s) receives the products or services when delivered and ensures completeness of the order.
3. Upon receipt of the invoice, the course teacher reviews the invoice and provides a description of the intended use of the item(s) purchased or a reference to a customer invoice number.
4. The course teacher signs and dates the invoice as evidence that the order was received and attaches a completed Request for Funds Form (RFF) and the packing slip (where applicable) to the invoice. The invoice, RFF and packing slip are promptly provided to the Technological Education Head for approval.
5. The Technological Education Head, with appropriate subject specific input, reviews each invoice to ensure that the purchase is appropriate and in accordance with Administrative Procedures and curriculum needs. After review, the Technological Education Department Head signs and dates each invoice and RFF.
6. The invoice, RFF and packing slip are promptly provided to the Supervisor - School Business for payment.

Reporting

A summary of financial activity related to Technological Education programs will be provided to the Principal and Technological Education Department Head by the Supervisor- School Business on a regular basis in order that financial activity related to technological education can be verified to be complete and accurate.

Donations

All donations made to the school through the Technological Education Department (excluding cash donations) shall be approved by the Principal after consultation with the Instructional Program Leader for Technological Education and shall meet the following minimum requirements:

- comply with all Health and Safety requirements,
- meet Technological Education program requirements,
- comply with Canada Revenue Agency Guidelines (if donation receipt is required), and
- comply with HDSB Donations and Charitable Receipts Administrative Procedure.

The school becomes responsible for any additional costs that are required for the installation of donated goods. Donated items cannot be subsequently sold by the school as all donated items become the property of the Halton District School Board. In the case of donated vehicles, the ownership must be signed and kept on file at the school. An Ontario Used Vehicle Information Package is not required and schools are encouraged to write a letter of acknowledgement thanking the donor, citing the make, model and Vehicle Identification Number (VIN) and re-stipulating that a tax receipt was not provided and that donated vehicles are used for instruction purposes only until time of disposal and will not to be resold, replated, nor will parts of said vehicle be installed on any other roadworthy vehicle.

Ownerships should be kept on file with the Supervisor-School Business until required as part of the scrapping of the donated vehicle. Donated items, other than vehicles, may be refurbished and donated to a charitable purpose (e.g., refinished furniture donated to shelter, refurbished bike donated to needy student, etc.). Vehicles no longer required for instructional purposes shall only be scrapped through a reputable scrap dealer and must be towed to such location.

As per the Donation and Charitable Receipts procedure, all communications by schools or departments regarding the issuance of charitable receipts must be pre-approved by Business Services. Business Services staff will verify that Canada Revenue Agency requirements are met prior to the request for a donation that may be eligible for a charitable donation receipt. Charitable receipts will not be issued if the activity has not been reviewed and approved as eligible by Business Services. The Superintendent of Business Services may approve exceptions to this policy in accordance with Canada Revenue Agency's rules and regulations.

Disposal of Board-owned Property

Refer to the HDSB Disposal of Board-owned Inventory Administrative Procedure.

Remuneration for Staff and Students

Employees are not allowed to receive honoraria, gift certificates or payments of any kind, for performing additional duties while on Board time. Remuneration for staff or students for services rendered would only occur in rare circumstances and requires the approval of the Principal and Family of Schools Superintendent. Examples may include projects that require extensive efforts outside of regular school hours. Any such payments cannot be made using School Generated Funds or event proceeds and must be paid via Payroll to ensure that appropriate deductions are applied. Staff and students providing services shall not accept personal tips or donations.

Control of Inventory and Equipment

It is the Principal's responsibility, in conjunction with the Technological Education Department, to ensure that all inventory is secured and monitored and that only authorized individuals have access to inventory.

Best practice is that a periodic observation of food inventory, parts, equipment and other consumable supplies should be performed by the Technological Education Head and appropriate staff and compared to technological education service invoices.