



## Hastings and Prince Edward District School Board

### BOARD POLICY NO. 18

Adopted	February 22, 2010
Last Revised	
Review Date	February 2013

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## THE HASTINGS AND PRINCE EDWARD LEARNING FOUNDATION

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### 1. PURPOSE

Hastings and Prince Edward District School Board affirms its commitment to enriching the lives of students through the establishment of The Hastings and Prince Edward Learning Foundation.

The Learning Foundation exists to provide all students of the Board with expanded opportunities through fundraising efforts. The Foundation co-ordinates diverse resources to support projects which are of direct benefit to students but are not funded by standard sources.

The Hastings and Prince Edward Learning Foundation accomplishes its mission by working with volunteers, teachers, principals, school staff and donors to provide philanthropic support for an entire spectrum of enhanced learning opportunities for students.

### 2. POLICY

- 2.1 The Hastings and Prince Edward Learning Foundation is the registered charitable organization of the Hastings and Prince Edward District School Board. The Board recognizes The Hastings and Prince Edward Learning Foundation as a separately incorporated, independent entity governed by a Board of Directors.
- 2.2 All activities of The Learning Foundation must be compatible with the mission, goals, policies and procedures of the Board.
- 2.3 It is the policy of Hastings and Prince Edward District School Board that any donation for charitable purposes other than student bursaries or external agencies such as, but not limited to, The Terry Fox Foundation should be performed through The Hastings and Prince Edward Learning Foundation.
- 2.4 The Learning Foundation works to develop partnerships with the community to build a funding base that ensures the availability of enhanced learning opportunities for students in Hastings and Prince Edward District School Board schools. The Foundation and its community partners build on existing programs and explore new ideas for projects which are responsive to student needs.
- 2.5 Funding for the Foundation comes from local businesses, grants, community organizations and concerned citizens who want to provide financial or in-kind support for students. The Foundation helps donors achieve their charitable goals in support of student learning.

**3. SPECIFIC POLICY DIRECTIVES**

- 3.1 The Executive Director of the Foundation shall be an employee of the Board. The Learning Foundation shall cover all other administrative compensation costs, including reimbursing the Board for the salaries of staff members other than the Executive Director. The additional staff members shall be considered as Board employees for administrative purposes.
- 3.2 The Learning Foundation shall be located in a Hastings and Prince Edward District School Board facility. The Board shall provide accounting, payroll, and human resources services to the Learning Foundation. This provision is subject to annual review during the Board budget process.
- 3.3 The Learning Foundation shall have a Board of Directors, with the Director of Education and Superintendent of Financial Services (or designates) for Hastings and Prince Edward District School Board serving as mandatory voting members. Community and staff volunteers shall make up the remaining members of the Board of Directors for the Learning Foundation. These shall be appointed in compliance with the Foundation's by-laws.
- 3.4 The operations of the Learning Foundation shall be governed by the by-laws of that corporation.
- 3.5 The Learning Foundation shall be accountable for the quality and effective administration of all projects that it undertakes, and have a business management plan that clearly defines its accountability, risk management, structures, roles and responsibilities.
- 3.6 The Hastings and Prince Edward Learning Foundation shall maintain transparency and accountability of financial reporting and present an annual audited financial report to the Board at fiscal year-end. The Board reserves the right to review the operations of the Learning Foundation following receipt of this annual report.
- 3.7 The Board may at any time re-evaluate its relationship with The Hastings and Prince Edward Learning Foundation.

**Legal References:**

*Education Act, section 171.1(2) Agreements to Cooperate*

**Board References:**

Board Policy No. 1 Board Mission and Goals; The Achievement in Motion System Plan  
Administrative Procedure 182 Sponsorship/Partnership/Fund-Raising; AP 184 Philanthropic Fund-Raising