

To: Board of Education

From: David Cunningham, executive director, human resources & legal counsel, ext. 4937

Re: Guide to Administrative Procedures – Students Fees and Lost Property Charges

Date: July 24, 2017

Background:

The Board Policy Committee has met and determined it is necessary to add procedures for addressing lost property charges and student fee waivers. This is necessary to provide systematic and equitable treatment in the implementation of the JS Policy on student fees and charges, including lost property.

JS Student Fees and Charges

The procedures support Policy JS, Student Fees and Charges and provide information and guidance on the following areas:

- ✓ Types of Fees and Charges assessed to students
- ✓ System for Accounting and Disposing of fees and charges
- ✓ Classification of Students exempt from fees and charges along with which fees
- ✓ Lost Property Designated list and charge
- ✓ Collections Process and Definitions

Rationale:

The adoption of this GAP provision provides guidance to staff for consistent and equitable treatment in the implementation of policy JS Student Fees and Charges. With the increase in check out of technology devices to students, there has been the addition of minimal charges for lost and damaged device when intentional.

Recommendation:

The committee recommends board approve the adoption of this GAP provision to ensure consistent and equitable treatment in the implementation of the JS policy on student fees and charges.

Motion:

"I move the Board of Education approve the adoption of the referenced GAP provision effective July 24, 2017."