

**DECISION OF THE INVESTIGATION COMMITTEE
OF THE ONTARIO COLLEGE OF TEACHERS
IN THE MATTER OF**

**A COMPLAINT SUBMITTED BY THE REGISTRAR
REGARDING GLENN WILLIAM JAMES CRAWFORD**

PANEL: Gord Hough, Patrick Daly, Jennifer Pitt

IMPORTANT NOTICE

The Investigation Committee has disposed of this matter without a full investigation. The information contained within the following summary has been provided by the complainant(s) and does not contain any input from the member, Glenn William James Crawford. Unless otherwise stated in its Decision, no determination has been made by the Investigation Committee in respect to the veracity, or otherwise, of the allegations and information provided by the complainant(s).

Glenn Crawford (the "Member") was the principal at Saltfleet High School in the Hamilton Wentworth District School Board (the "Board") between December 31, 1997 and May 2, 2003.

The complainant provided the following information:

On October 7, 2002, following receipt of anonymous communication alleging that the Member received funds or assets that had not been reimbursed by him to the school, the Board engaged the services of KPMG Forensic Inc. to conduct a financial audit of the secondary school where the Member was principal. KPMG prepared preliminary reports on February 14, 2003 and June 25, 2003, which identified areas of concern with regard to the Member's use of school funds and assets.

In March 2003, the Member admitted misusing school funds and assets for personal reasons. The Board accepted Mr. Crawford's resignation effective May 2, 2003.

On May 29, 2003, the Superintendent of Education for the Board notified the College pursuant to the *Ontario College of Teachers Act, 1996* regarding the conduct of the Member and subsequently provided materials with respect to the matter.

On April 15, 2004, the complaint against the Member was assessed as suitable for the College's Dispute Resolution Program. On April 30, 2004, the parties indicated that they were amenable to participating in dispute resolution.

In July 2004, the parties signed a Memorandum of Agreement (the "MOA") which, in their opinion, resolved the issues raised by the complaint.

Allegations

The Registrar alleges that Glenn Crawford, at all material times principal at Saltfleet High School in the Hamilton Wentworth District School Board, acted inappropriately in that he misappropriated school funds and assets including but not limited to the following:

- a) receiving unauthorized personal advances;
- b) receiving reimbursement for meal and hotel expenses that were personal;
- c) falsifying receipts from Ontario Principals' Council in order to be reimbursed by the school;
- d) billing both the Ontario Principals' Council and the school for expense claims;
- e) using school funds and assets for personal reasons;
- f) authorizing payment of expenses by the school for expenses not related to school activities, such as expenses related to events involving his son including the International Children's Games and the B'nai Brith Sports Dinner;
- g) using the school van for personal reasons and submitting the expenses to the school;
- h) receiving reimbursement for the purchase of tires claimed but not installed on the school van;
- i) obtaining the personal services of landscaping company, where his son is a landscape contractor, and billing the school; and
- j) authorizing landscape expenses for the 2001/2002 fiscal year higher than those for similar size schools.

Documents Considered by the Committee

- Request for Ratification
- Board's notification letter to Registrar dated May 29, 2003 (with attachment):
 - Board motion delegating authority to report
- Letter from the Hamilton-Wentworth District School Board to Manager of Intake dated July 17, 2003 (with attachments):
- Table of Contents
 - Member's Employment History
 - Letter from Board lawyers to Superintendent of Education dated July 9, 2003 enclosing report
 - Letter from KPMG to Board lawyers dated July 2, 2003 enclosing report

- KPMG Report dated June 25, 2003
- Letter from KPMG to Superintendent of Business dated February 14, 2003 enclosing report
- KPMG Report dated February 14, 2003
- Results of Interview(s) with Glenn Crawford and Course of Action
- List of Documents that Member agreed to provide in meeting with KPMG on March 22 and March 31, 2002
- Review of Financial Records of Saltfleet District High School
- Documents Requested by KPMG
- Board's Complaint Resolution Process - Section 11
- Conditions of Employment for Principals and Vice-Principal
- Selection of Academic Personnel for Positions of Added Responsibility
- Member's Desk Calendar August 2001 to July 2002
- Queen's Men's Football Schedule, 2002-2003
- Equipment Inventory
- Memorandum from Registrar to Co-ordinator dated April 14, 2004 re: initiating complaint
- Signed Request to Initiate Investigation Form dated April 16, 2004
- Letter from Registrar to Member dated April 22, 2004 re: Notification of Registrar's Complaint
- Memorandum dated April 23, 2004 re: Notified Member of Complaint
- Memorandum of Agreement signed by the parties

Decision of the Committee

On August 27, 2004, a panel of the Investigation Committee considered this complaint and, in accordance with the provisions of 26(5)(d) of the *Ontario College of Teachers Act, 1996*, the Investigation Committee ratified the attached Memorandum of Agreement. This is based on the opinion of the committee that the terms of this Agreement resolve the complaint in the public interest.

The Investigation Committee ratified the attached Agreement with the understanding that there is an error in paragraph 5 of the Agreement, "personal" should read "school/board".

Gord Hough

Patrick Daly

Jennifer Pitt