



TRUSTEE SUPPORT SERVICES

POLICY #: C-4

**AUTHORITY: 99-058/04-51/07-124
09-226/13-73**

POLICY STATEMENT

All trustees of the Northeastern Catholic District School Board shall be provided with opportunities for increased knowledge and competence by attendance at conferences of particular interest to school trustees. The Board also recognizes that trustees require I.T. equipment as means of communication in order to serve their constituents and fulfill their mandate.

POLICY REGULATIONS

In this context, the word "conferences" may signify conferences, conventions, courses, seminars, meetings or workshops.

1. Conferences

- a) The Northeastern Catholic District School Board may be represented at conferences as approved by the Board by resolution prior to the conference/event.
- b) The Director of Education and/or the named designate shall maintain a list of current conferences of interest to trustees and present it monthly to the Board.
- c) Trustees' attendance at conferences shall be governed by budget considerations, then the following:
 - Each trustee may attend one (1) conference of his or her choice in each year subject to the approval of the Board, exclusive of the OCSTA Regional Meeting, the OCSTA annual general meeting and the OCSTA new trustee seminar, and chairs/vice-chairs/directors conference sponsored by OCSTA as well.
 - Trustees may request to attend additional conferences and the Board may grant the requests subject to budget consideration.
 - If Early bird registration is available every effort should be made to register which results in significant savings to the board.
- d) The Board shall set appropriate expense parameters for trustee travel to conferences or conventions.
- e) Registration fees will be paid in advance by the Board.

- f) Trustees authorized to attend conferences will be refunded upon receipt of their expense forms **with original itemized receipts**, and in accordance with board policy E-11, *Administrative Expenses for*:
- accommodations (for conferences outside city limits as per Board policy) and board meetings when required;
 - taxi and parking fees;
 - travel as determined by the Board (where applicable, mileage will be reimbursed at a rate of 0.50 cents/kilometer);
 - meals (when not included in the conference registration fee/continental breakfast excluded) to a maximum of \$15.00 for breakfast; \$20.00 for lunch and \$40.00 for dinner.
- g) The Board will not reimburse trustees for alcoholic beverages purchased during trustee travel.

2. Information Technology

- a) The Board shall provide high speed internet access to all trustees upon request.
- b) In lieu of fax machines, trustees shall be provided with fax to email services upon request.
- c) The Board will purchase a computer and printer (printer if required) based on the Administration Hardware Standard for each trustee; the equipment purchased will be assigned to the trustee and remains the property of the Board.
- d) Trustees who resign from their mandate prior to the end of their term will be required to return the assigned hardware/equipment; if a trustee is not re-elected or chooses not to return for a new term with the Board, she/he must return the assigned hardware.
- e) The trustee who chooses to purchase their own cellular phone will be permitted to submit a monthly expense equal to the current rate defined in the Board's Cellular Rate Plan for the specific type of service (ex. Cell Phone vs PDA). The Board's Cellular Rate Plan for each year will be provided to each trustee via the Director of Education's Office.
- f) Long distance and other features that are utilized for Board business may be expensed and trustees will be reimbursed based on the Board's Expense Policy guidelines.
- g) The Board will assign a cellular phone or PDA to a trustee who does not purchase or utilize their own equipment. This assigned equipment will be the property of the Board and will be linked to the Board's Cellular Rate Plan. The contract associated to this equipment will be maintained by the Board and all future upgrades will be aligned with the Cellular Fleet Management Plan. The trustees who choose to utilize a Board assigned Cellular Phone will not be reimbursed for equipment or utilization.