



Northeastern Catholic District School Board

TRUSTEE SUPPORT SERVICES

Policy Number: T-14

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09-226/13-73/16-196/19-149

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes in the importance of providing its Trustees with the opportunities and tools necessary to enhance their knowledge, skills, and competency to serve their constituents and to fulfill their mandate as elected officials.

REFERENCES

NCDSB Administrative Procedures
APT003 Trustee Support Services

NCDSB Policies
I-2 Responsible Use of Information and Communication Technology
I-3 Borrowing Board-Owned Equipment
I-5 Website and Social Media
I-6 Hand-Held (Mobile) Wireless Communication Device

Education Act Part VI – Boards
Section 191.2 Travel Expenses

DEFINITIONS

OCSTA Sponsored Events

Includes but is not limited to the Regional Meeting, January PD Conference, the Annual General Meeting and/or conferences/conventions for the Chair, Vice-Chair and/or the Director of Education.

POLICY REGULATIONS

- 1.0 Trustees of the Northeastern Catholic District School Board may be represented at conferences other than OCSTA sponsored events, subject to budget consideration and approval by resolution at a regular meeting of the Board.
- 2.0 In accordance with the Procedural By-laws, at the next regular meeting of the Board, a Trustee attending a conference other than an OCSTA sponsored event shall deliver a verbal or written report sharing relevant information and learning to the Board.

- 3.0 The Director of Education and/or his/her designate shall maintain a list of current conferences of interest to Trustees and share such opportunities regularly.
- 4.0 The Board shall set appropriate expense parameters for Trustee travel to conferences or conventions.
- 5.0 Registration fees will be paid in advance by the Board. Every effort must be made to take advantage of any applicable Early Bird rates when booking rooms for conferences and meetings.
- 6.0 Trustees are responsible for booking their own accommodations and arranging their own method of transportation to conferences and meetings.
- 7.0 Trustees authorized to attend conferences will be reimbursed upon receipt of their expense forms **with original itemized receipts**, and in accordance with the provisions set forth in the applicable administrative procedures.
- 8.0 The Board will not reimburse Trustees for alcoholic beverages purchased during Trustee travel.
- 9.0 It is the responsibility of the Chair of the Board to decide when circumstances are extenuating resulting in a deviation from policy. Should the Chair of the Board not consider the circumstances to be extenuating and therefore refuse a claim for payment, Trustees have the right to appeal their case to the Board of Trustees.
- 10.0 The Chair of the Board is responsible for approving all submissions for reimbursement by members of the Board of Trustees. Trustees have the right to appeal to the Board of Trustees if they are not satisfied with the judgment of the Chair of the Board.

2.0 INFORMATION TECHNOLOGY

2.1 INTERNET

The Board shall reimburse a set amount for high speed internet access to all Trustees upon request.

2.2. EQUIPMENT

2.2.1 In lieu of fax machines, Trustees shall be provided with a fax to email service upon request.

2.2.2 The Board will provide a workstation (i.e. computer/tablet), and printer (printer if required) based on the Administration Hardware Standard for each Trustee; the equipment provided will be assigned to the Trustee and remains the property of the Board. Trustees will be prompted one time annually to confirm their equipment in accordance with the NCDSB Policy I-3 *Borrowing Board-Owned Equipment* and its attendant procedures.

- 2.2.3 The Board will provide a hand held (mobile device) 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. Trustees will be prompted one time annually to confirm their equipment in accordance with the NCDSB Policy I-3 *Borrowing Board-Owned Equipment* and its attendant procedures.
- 2.2.4 Trustees that plan to travel to the USA and/or international destinations should request a roaming plan prior to exiting Canada to avoid above average cellular roaming charges. Request should be made to the Director of Education and the Chair of the Board.
- 2.2.5 Trustees who misplace and/or have any of their borrowed equipment stolen should contact the Director of Education immediately to ensure proper security measures can be taken and account services and/or credentials can be dealt with by the Information Communication and Technology Department.

3.0 GENERAL

- 3.1 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.
- 3.2 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.
- 3.3 Long distance and other features that are utilized for Board business may be expensed and Trustees will be reimbursed in accordance with the reimbursement provisions for Trustees.
- 3.4 Trustees who require peripheral equipment (i.e. headset, mouse, cases, printer supplies and backup hard-drives) should contact the Board Chair, where applicable, a ticket in accordance with standard NCDSB procedures will be submitted.