Northeastern Catholic District School Board

TRUSTEE SUPPORT SERVICES	
Policy Number: T-14	**Authority: 99-058/04-51/07-124/09-226 /13-73/16-196/19-149/22-104**

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

Education Act
Part VI – Boards Section 191.2 Travel Expenses
Broader Public Sector Accountability Act, 2010
NCDSB Policy
- B-7 Trustee Honorarium
- E-29 Borrowing Board-Owned Equipment
- I-2 Responsible Use of Information and Communication Technology
- I-5 Website and Social Media
- I-6 Hand-Held (Mobile) Wireless Communication Device

NCDSB Administrative Procedure
- APT014 Trustee Support Services

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 CONFERENCES AND EXPENSES

1.1 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.

1.2 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.

1.3 The Director of Education and/or their designate shall maintain a list of current conferences of interest to Trustees and share such opportunities regularly.

1.4 The Board shall set appropriate expense parameters for Trustee travel to conferences or conventions.

1.5 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.

1.6 Trustees are responsible for booking their own accommodations and arranging their own method of transportation to conferences and meetings.

1.7 Trustees authorized to attend conferences will be reimbursed upon receipt of their expense forms with itemized receipts, and in accordance with the provisions set forth in the applicable administrative procedures.

1.8 The Board will not reimburse Trustees for alcoholic beverages purchased during Trustee travel.

1.9 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.

1.10 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 Fax to email services will be provided, upon request.

2.2.2 A workstation (i.e. computer/tablet), will be provided based on the Administration Hardware Standard for each Trustee.

2.2.3 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 E-29 *Borrowing Board-Owned Equipment* and its attendant procedures.

2.2.4 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 E-29 *Borrowing Board-Owned Equipment* and its attendant procedures.

2.2.5 Trustees that plan to travel to the USA and/or international destinations should refrain from bringing their Board-provided cell phone out of the country. If there is an exception, arrangements must be made through the Chair of the Board. Any additional fees will be the responsibility of the Trustee.

2.2.6 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, they must return the assigned hardware.

3.2 The Trustee who chooses to purchase their own cellular phone will receive a monthly allowance as established by the Director of Education.

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.

3.5 Annual reporting will be completed and posted publicly in accordance with legislative requirements.