

POLICY MANUAL

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		DATE:	February 2009
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The Board recognizes the need for Trustees to keep informed about educational matters.

Therefore, the Board encourages and supports Trustees and other statutory committee members to attend appropriate education-related conferences, conventions and meetings as part of their role.

The amount budgeted shall be calculated and allocated as follows:

1. **TRUSTEE EDUCATION DEVELOPMENT BUDGET**

The budget for each Trustee is calculated based on the following costs to attend the Ontario Public School Boards' Association (O.P.S.B.A.) Annual General Meeting, the O.P.S.B.A. Annual Orientation Conference and the Canadian School Boards Association (C.S.B.A.) Annual Conference:

- (a) the registration fee;
- (b) travel to and from the conference;
- (c) hotel accommodation at the conference;
- (d) per diem for the days of the conference.

2. **CHAIR'S DISCRETIONARY BUDGET**

The budget will include an additional amount equal to 25% of the total amount available for individual Trustee accounts, to be used at the discretion of the Chair, to cover costs of events where a Trustee is required to represent the Board and/or any conference where the Chair authorizes a Trustee to attend (e.g. Negotiations Conference for committee members, Ontario Public School Boards' Association, etc.)

3. **STATUTORY COMMITTEES**

The budget will include an amount equal to an individual Trustee allowance for each statutory committee such as the Special Education Advisory Committee. This amount will be for the use of members of the committee who are not Trustees of the District School Board of Niagara.

4. **TRUSTEE COMMUNICATION BUDGET**

Per Trustee term, each Trustee shall be allocated a budget equal to 25% of the Individual Annual Trustee Honorarium to be used by the Trustee to address their individual communication needs with schools, parents, community and staff. From this amount, each Trustee will be provided with a computer and appropriate peripherals for their term of office. If a Trustee leaves the Board prior to the completion of their term, the computer and peripherals will be returned to the Board. Upon completion of their term, the Trustee will have the option of purchasing the computer and the peripherals at the disposal value.

Student Trustees will be provided a laptop computer for use during their term on the Board.

5. **STUDENT TRUSTEES**

The budget will include a pooled amount equal to one half the individual Trustee allowance multiplied by the number of Student Trustees for use by the Student Trustees to attend conferences and other events approved by the Chair of the Board.

6. **CARRY-OVER PROVISION**

A Trustee may carry-over from one fiscal year to another any unspent balance in his/her annual budget within the current election period. No carry-over is permitted beyond the term of the Trustee.

Reference

Administrative Procedure: Trustee Travel and Expense Reimbursement