



Board Policy #220.0 Trustee Services

Document Integration Project Format

Policy Statement

This policy defines those services provided by staff to the Board of Trustees in its capacity as publicly elected officials charged with responsibility for the governance and delivery of quality public education in York Region schools. It also acknowledges the importance of professional learning opportunities for trustees and provides supports to facilitate interaction and communication among trustees, students, Board staff, school communities and appropriate educational organizations.

Application of Policy

This policy applies to all trustees and to those staff members who provide support to the Board in various capacities.

Responsibilities

The Board of Trustees is responsible for:

- fulfilling duties and responsibilities as outlined in the *Education Act*, R.S.O., 1990;
- accountability to the community for Board decisions;
- adhering to prescribed limits as outlined within Board policy and procedure regarding requests for reimbursement of miscellaneous, professional development and communications expenses;
- communicating with the public through formal and informal meetings with staff, parent groups and concerned citizens, and also through other appropriate communication vehicles; and
- forwarding to Trustee Services for consideration any individual requests for information from staff outside of the regular Board committee framework.

The Associate Director of Education is responsible for:

- ensuring that trustees receive the maximum honoraria provided by provincial regulation (base amounts effective December 1, 2006; Trustee - \$20,739.39 base amount per annum, Vice-Chair - \$25,739.39 base amount per annum, and Board Chair - \$30,739.39 base amount per annum);
- ensuring, in accordance with existing legislation, that the base amounts are adjusted annually to reflect changes in enrolment numbers and the consumer price index;
- facilitating reimbursement to trustees for miscellaneous, communications and professional development expenses incurred in carrying out their responsibilities as publicly elected representatives;
- providing an annual report to the Board regarding trustee expenses for professional development activities;
- facilitating reimbursement to trustees for expenditures not covered within the framework of this policy and related procedure that are approved by specific Board resolution; and
- the provision, set up and maintenance of Board technology for trustees through Information Technology Services.

Trustee Services is responsible for:

- facilitating the attendance of trustees at workshops, courses, conferences and symposiums which are related to the governance of education and the delivery of educational programs and services for students and the community;

- scheduling the annual report to the Board regarding trustee expenses for professional development activities;
- providing trustees with reasonable levels of administrative, research and support services; and
- managing requests from individual trustees for specific information or assistance outside the regular Board committee framework in conjunction with the Director of Education and Board Chair.

Legislative Context

Education Act, R.S.O. 1990

Definitions

Miscellaneous Expenses

Miscellaneous expenses may include, but are not limited to, mileage and other reasonable and legitimate expenses incurred while attending community and school events, public forums, business functions and traveling throughout the Region on Board business.

Professional Development Expenses

Professional development expenses may include, but are not limited to, registration fees, food, accommodation, parking and travel expenses incurred while attending Board-related professional development activities.

Communication Expenses

Communication expenses may include, but are not limited to, long-distance telephone charges and/or dedicated telephone lines or services, high speed internet connections and/or monthly charges; and monthly cell phone charges on a trustee-owned phone used for the purpose of conducting Board business. Trustees will not be reimbursed for the initial purchase of a cell phone for communications purposes.

Department

Trustee Services, Director's Office

Policy History

Approved 1996
 Revised 2002
 Revised 2004
 Revised 2005
 Revised 2007

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #220.0 Trustee Services

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This procedure outlines the process for providing services to assist trustees in their capacity as publicly elected officials. It also defines the reimbursement of miscellaneous, professional development and communications expenses incurred by trustees in the fulfillment of their duties under the Education Act. This procedure also outlines provisions to facilitate trustee communications with their stakeholders.

The Board of Trustees shall:

- have the opportunity to attend workshops, courses, conferences and symposiums which are related to the governance of education and the delivery of educational programs and services for students and the community;
- endeavour to keep all miscellaneous, professional development and communications expenses to a minimum;
- submit to the Director, on a monthly basis, all claims for miscellaneous and communications expenses including original receipts in accordance with Board policy and procedure;
- submit to the Director, as required, separate claims for reimbursement for professional development expenses including original receipts in accordance with Board policy and procedure;
- organize, individually, (and claim for reimbursement) all arrangements and services for communications purposes, as required;
 - long-distance telephone charges and/or dedicated telephone lines or services,
 - high speed internet connections and monthly fees, and
 - cell phone charges on a trustee-owned phone;
- ensure that official trustee letterhead is used solely for the purpose of communicating with constituents;
- ensure that official Board letterhead is used solely by the Board Chair for the purpose of communicating to constituents on behalf of the Board; and
- consult with Public Affairs and Communications Services regarding responses to specific incidents or emergent issues that may result in significant public interest or concern.

The Associate Director of Education shall:

- provide an allowance of \$8,000 per four-year term for trustees to participate in professional development activities;
- adjust the allowance for professional development activities by the consumer price index at the beginning of each four-year term;
- provide an additional allowance of \$1,000 per annum to the Board Chair and Vice-Chair for professional development activities;
- allocate additional funds within the budget annually to finance trustee registration fees and all related expenses to attend workshops, courses and symposiums hosted by the York Region District School Board;
- allocate additional funds within the budget annually to finance trustee attendance at conferences and meetings where trustees are acting in their capacity as voting and/or executive members of Board-approved educational associations;
- consider toll fees on toll highways as a legitimate miscellaneous expense for trustees only under exceptional circumstances;
- reimburse trustees for a one-time installation cost for services (internet, telephone, etc.) required for communication purposes during their term of office;

- reimburse trustees for any combination of the following communications expenses, up to a maximum of \$125.00 monthly (including tax);
 - long-distance telephone charges and/or dedicated telephone lines or services,
 - high speed internet connections and monthly fees, and
 - cell phone charges on a *trustee-owned phone; and
- adjust the communications expenses monthly amount (including taxes) by the consumer price index at the beginning of each four-year term.

Education and Community Services, through its Community Use of Schools Department, shall:

- allow the use of schools without charge for meetings organized, facilitated or arranged by trustees in response to community/educational issues affecting the school community.

Principals shall:

- distribute, as part of their school newsletters, Board information from school trustees when requested to do so, provided that this does not occur within the six months prior to a municipal election.

Trustee Services shall:

- provide Board members with official trustee letterhead and business cards to be used exclusively for the purpose of communicating with constituents regarding board and student related matters;
- provide the Board Chair only with official Board letterhead and business cards, which shall be used exclusively by the Chair in communicating on behalf of the Board;
- arrange for trustees' use of a laptop computer during their term of office, with access to related technology and technology services supplied by the York Region District School Board;
- ensure that, upon completion of their term, trustees will be given an opportunity to purchase the laptop computer at a depreciated market value on the condition that all Board-specific software is removed and, alternatively, ensure that the equipment, if declined for purchase, is returned to the York Region District School Board;
- provide the Board Chair only with a Board cell phone for the purpose of communications on behalf of the Board;
- provide the Vice-Chair (in the capacity of Negotiations Advisory Committee Chair), during contract negotiations only, with a Board cell phone in order to facilitate related communications;
- ensure that Board cell phones provided to the Board Chair and/or Vice-Chair remain the property of the York Region District School Board and are returned to the Board upon the completion of the trustees' term as Board Chair or Negotiations Advisory Committee Chair (in the case of the Vice-Chair);
- provide trustees with reasonable levels of administrative, research and support services, including drafting resolutions, providing access to information, where appropriate, and researching existing Board documents; and
- ensure that trustees' access to information is governed by the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation.

Procedure History

Approved 2005
Revised 2007

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