

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Policy Name</i>	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES	208
<i>Board Approved:</i>	<i>May 20, 2009</i> <i>March 21, 2006</i> <i>December 4, 2007</i> <i>March 12, 1999</i>	<i>Reviewed: April 27, 2009</i> <i>January 27, 2006</i> <i>September 24, 2007</i>
		<i>Review Prior To: December 2014</i>

POLICY

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees.

PROCEDURES

1.0 Trustees/Student Trustees

- 1.1 In each budget year, each Trustee/Student Trustee is encouraged to attend the Ontario Public School Boards' Association sponsored conferences. It is most desirable to have:
 - a) at least one, if not all Trustee/Student Trustee attend at each OPSBA conference offered, including the Annual General Meeting,
 - b) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference and the Public Education Symposium
- 1.2 All OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee/Student Trustee who makes such a request.
- 1.3 Attendance at, and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application \(Appendix A\)](#) Form.
- 1.4 A [Trustee Conference/Workshop Application \(Appendix A\)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees primary interest for attending and a list of the keynote speakers is required for review.

Requests not included on the Regular Board agenda will be considered at the following meeting.
- 1.5 Provision shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.
- 1.6 The Superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.

- 1.7 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.
- 1.8 Participation of Trustees/Student Trustees in any out-of-province activity shall require prior Board approval.

2.0 Student Trustees

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 on each occasion that they travel to conferences as Student Trustees of the Board.
- 2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.
- 2.3 The guidelines for the supervision of the Student Trustees will follow Board policy.
- 2.4 Student Trustees shall provide one (1) written report to the Board within one month of attending a conference, workshop or activity.

3.0 Responsibility of Student Trustees at Conferences

- 3.1 As ambassadors of the Superior-Greenstone District School Board, Student Trustees shall exhibit exemplary behaviour toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.



Appendix A

Superior-Greenstone District School Board

TRUSTEE CONFERENCE / WORKSHOP

APPLICATION FORM

Trustee / Student Trustee Name:

Date of Conference / Workshop:

Day(s)

Month

Year

Location of Conference / Workshop:

Name of Conference / Workshop:

Provide a brief description of training and the Keynote Speaker(s) for this event.

What are the estimated expenses for this conference / workshop?

Conference / Workshop Registration:

Transportation:

Meals:

Accommodation:

What are the benefits to the Superior-Greenstone District School Board?



Superior-Greenstone District School Board

**PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE
OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS
(For students under the age of 18)**

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

ACKNOWLEDGEMENT

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

This will confirm that I consent to _____ attending the following
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

Activity	Location
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On _____
Date(s)

Signature of Parent/Guardian	Date
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