

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION		
Policy Name	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
Board Approved:	Reviewed:		
June 17, 2013	June 4, 2013		
March 26, 2013	March 7, 2013		
September 18, 2012	February 5, 2013		
May 20, 2009	September 4, 2012		
December 4, 2007	April 27, 2009		
March 21, 2006	September 4, 2007		
March 12, 1999	January 27, 2006		
		Review By:	December 2024 <del>December 2018</del>

### RATIONALE

As advocates for publically funded education, trustees engage in ongoing professional learning that encourages knowledge development of the school system and governance. A key source of professional development occurs through the conferences and symposia that the provincial associations offer.

### 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, subject to budget restraints.

### PROCEDURES

#### 1.0 Trustees/Student Trustees

- 1.1 In each budget year, each Trustee/Student Trustee is encouraged to attend at least one Ontario Public School Boards' Association (OPSBA) sponsored conference upon Board approval.
- 1.2 In each budget year, each Student Trustee is encouraged to attend the Ontario Student Trustee Association (OSTA) sponsored conferences, upon Board approval.
- 1.3 Attendance at and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA/OSTA sponsored event shall require Board approval. Board approval 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 Provisions 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.
- 1.9 Upon return from a conference, any Trustee/Student Trustee in attendance will provide a verbal or written report at the next Regular Board meeting.

## **2.0 Student Trustees**

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 (eighteen) 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, a staff member or parent/guardian as per Student Trustee Policy 210 Management Guideline.
- 2.3 The guidelines for the supervision of the Student Trustee will follow Board policy.

## **3.0 Responsibility of Student Trustees at Conferences**

- 3.1** As ambassador of the Superior-Greystone District School Board, a Student Trustee shall exhibit exemplary behavior 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.

<b>REFERENCES</b>
Policy 307 - Travel, Meals and Hospitality Expenditures Policy 210 Management Guideline - Student Trustee



## 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.***

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***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?***

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***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

On \_\_\_\_\_  
Date(s)

\_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date