

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Thursday, March 7, 2013 @ 7:00 p.m.

MINUTES

Members	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy (Cmte Chair)	X					Santerre, Angel		X			
Keenan, Darlene		X				Simonaitis, Fred					X
MacGregor Aaron (Student Trustee)		X				Fisher Matthew (Alternate)					X
Mannisto, Mark		X				McRae, Pinky (Ex-Officio)		X			
Administration Resource Members							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education											X
Cathy Tsubouchi: Superintendent of Business							X				
Angela Miller: Principal Resource								X			
RM. Joannette: Recorder							X				

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 Review and Approval of Minutes: February 5, 2013

(Attached)

Moved: D. Keenan

Second: M. Mannisto

That, the Board Policy Review Committee minutes of February 5, 2013 be approved.

2.0 Business Arising from Minutes

2.1 Deferred as per BPRC Minutes of February 5, 2013

P-539 Native Education Advisory Committee

D. Tamblyn reported that this policy is ready for publication. The last entry on the policy had been completed to indicate that there will be one (1) At-large NEAC member.

Action: Forward to Board for approval on March 25, 2013.

2.2 Additional Deferrals per BPRC of February 5, 2013

P-208 Trustee Attendance at Conferences

P-210 Student Trustee

MG-210 Student Trustee

2.2.1 Request for Costing re Implication on P208, P210 & MG210

a) Clarification: Board Report No. 30 – April 16, 2012

(Attached)

b) Trustee Expense History: Analysis 2007-2012

(Attached)

c) Individual Trustee Costs as at January 31, 2013

(Attached)

C. Tsubouchi reviewed items under 2.2.1, whereupon the group discussed at length the precise wording to articulate in the P 208 Trustee Attendance at Conferences and relative to this, P & MG 210 Student Trustee. The deliberation about the wording had important implications for task to be assumed by the Business administration area. That is, if policy wording was to change to provide the opportunity for Trustees to approve as may be required a member's attendance at

conferences, it (Board) could only do so if it was regularly informed about the balance of funds available for trustee travel and/or PD. C. Tsubouchi advised that she would develop a report template to forward to the trustee group on a monthly basis. Expenditures and funds available would be illustrated for the board budget year and would be a global balance for quick reference. This measure does not replace the administration commitment (June 2012 Motion No. 87/12) to provide Trustee expense cost semi-annually, based on Trustees' term of office.

Policy 208 Trustee/Student Trustee Attendance at Conferences wording changes are as follows:

- Item 1.1 to read:
In each budget year, each Trustee/Student Trustee is encouraged to attend at least one Ontario Public School Boards' Association (OPSBA) or Ontario Student Trustee Association (OSTA) sponsored conference upon Board approval.
- Delete Item 1.1 a), b) & c)
- Delete Item 1.3
- Reinstate Item 2.2 as follows to read:
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.

The reinstatement of item 2.2 was deemed prudent as C. Tsubouchi reported that in conversation with the board lawyer Barry Brown he noted that the board could be at risk if its policy governing student trustee travel indicated this could proceed without benefit of a chaperone, yet supervision was indicated as an imperative for student field trips and excursions.

Student Trustee Aaron MacGregor registered an objection to the condition of chaperone, citing budget pressure imposed with requiring a chaperone and the different treatment applied to student trustee versus regular board members.

Action: Forward to Board for approval on March 25, 2013

Policy 210 Student Trustee

Action: Forward to Board for approval on March 25, 2013

Policy 210 Student Trustee Management Guideline wording changes are as follows:

- Item 7.3 to read:
A Student Trustee mentor, staff member or parent/guardian will supervise/chaperone the Student Trustee while performing his/her role at an approved conference or trustee event.
The Director will ensure appropriate supervision.

Action: Forward to Board for approval on March 25, 2013

3.0 Reviews: New/Existing (P's / MG's and / or PG's)

Nil

4.0 Policies for Stakeholder Review (March 5- April 26, 2013)

Nil

5.0 Policies for Board Approval on March 25, 2013 are:

Moved: D. Keenan Second: M. Mannisto

That, the Board Policy Review Committee Meeting submit the following items to the Board for approval on March 25, 2013:

P-208 Trustee/Student Trustee Attendance at Conferences
P-210 Student Trustee
MG-210 Student Trustee

(Attached)
(Attached)
(Attached)

6.0 Next Meeting

April 2, 2013

6.1 April Work Plan

P-302 Student Transportation by Staff or Other Volunteers
MG-302 Student Transportation by Staff or Other Volunteers (NEW)
P-414 Energy and Resource Conservation (NEW)
MG-414 Energy and Resource Conservation (NEW)
P-515 School Community Council
P-518 Emergency Procedures
P-523 Work Education Program Approvals
P-610 Prior Learning Assessment & Recognition-Mature Student
MG-610 Prior Learning Assessment & Recognition-Mature Student (New)
P-533 Inclement Weather

6.2 May 7, 2013 Work Plan

P-309 Investment (NEW)
MG-520 Safe School Code of Conduct Police & School Protocol
P-532 Bomb Threats
MG-532 Bomb Threats
PG Hostile and Violent Incident
PG School Emergency Evac/Civil Emergency Evac/School Closures
PG School Lockdown
PG Wild Animals on School Property
PG School Emergency Procedures Plan
PG Emergency Response Guide Flipchart

7.0 Adjournment

Moved: D. Keenan Second: M. Mannisto

That, the Board Policy Review Committee Meeting of March 7, 2013 adjourn at 8:37 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, February 5, 2013 @ 7:00 p.m.

MINUTES

Members	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy (Cmte Chair)	X					Santerre, Angel		X			
Keenan, Darlene		X				Simonaitis, Fred					X
MacGregor Aaron (Student Trustee)		X				Fisher Matthew (Alternate)				X	
Mannisto, Mark (Chair's Designate)		X				McRae, Pinky (Ex-Officio)		X			
Administration Resource Members							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education								X			
Cathy Tsubouchi: Superintendent of Business							X				
A. Miller: Principal Resource								X			
D. Skworchinski: Recorder							X				

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 Review and Approval of Minutes: January 15, 2013

Moved: D. Keenan Second: M. Mannisto
That, the Board Policy Review Committee minutes of January 15, 2013 be approved.

2.0 Business Arising from Minutes

2.1 Deferred as per BPRC Minutes of January 15, 2013

- P-509 Fundraising
C. Tsubouchi reported on clarification of wording contained in the last bullet of the policy. As per Ministry of Education representative Jeff Lewis, the intent of the wording is to ensure that individuals who are in charge of fundraising do not profit materially or financially as a result of these activities.
Action: C. Tsubouchi will revise final bullet in P-509 to read...
"Fund raising activities should not result in any person with decision-making responsibilities, benefitting materially or financially from the activities, except for the winners of lotteries.policy language.
Forward to Board for approval on February 19, 2013. (Attached)
- MG-509 Fundraising
C. Tsubouchi advised that current wording is reflective of the policy.
Action: Forward to Board for approval on February 19, 2013. (Attached)
- P-208 Trustee Attendance at Conferences
The full policy was read aloud by D. Tamblyn.
Numerous suggestions and a protracted discussion followed regarding wording, the application and the trustee expenditure tracking process that would/should coincide with this policy. Given the extent of discussion and lack of consensus on significant

portions of the policy wording, D. Tamblyn stated that the policy will be taken back to the drawing board.

Action: Defer to BPRC Meeting of March 5, 2013.

P-210 Student Trustee

Action: Defer to BPRC Meeting of March 5, 2013.

MG-210 Student Trustee

Action: Defer to BPRC Meeting of March 5, 2013.

3.0 Reviews: New/Existing (P's / MG's and / or PG's)

3.1 P-527 Voluntary Aboriginal Student Self Identification

D. Tamblyn advised that the policy has been reviewed with the Native Education Advisory Committee (NEAC) and has received their stamp of approval.

Action: Forward to Board for approval on February 19, 2013. (Attached)

P-539 Native Education Advisory Committee

D. Tamblyn advised the committee that this policy is directly related to P-527. The last point in 1.2 will be filled in once the First Nation Chiefs have nominated a Trustee Representative to the board and the issue is confirmed through NEAC.

Action: Defer to BPRC Meeting of March 5, 2013.

4.0 Policies for Stakeholder Review (February 6- March 22, 2013)

Nil

5.0 Policies for Board Approval on February 19, 2013 are:

Moved: M. Mannisto Second: D. Keenan

That, the Board Policy Review Committee Meeting submit the following items to the Board for approval on February 19, 2013:

P-509 Fund Raising

MG-509 Fund Raising

P-527 Voluntary Aboriginal Student Self-Identification

6.0 Next Meeting

March 7, 2013

6.1 March Meeting Work Plan

P-302 Student Transportation by Staff or Other Volunteers

MG-302 Student Transportation by Staff or Other Volunteers (NEW)

P-309 Investment (NEW)

P-414 Energy and Resource Conservation (NEW)

MG-414 Energy and Resource Conservation (NEW)

P-523 Work Education Program Approvals

P-610 Prior Learning Assessment and Recognition for Mature Student

MG-610 Prior Learning Assessment and Recognition for Mature Student (New)

MG-520 Safe School Code of Conduct Police & School Protocol

P-532 Bomb Threats

MG-532 Bomb Threats

PG Hostile and Violent Incident

PG School Emergency Evacuation/Civil Emergency Evacuation/School Closures

PG School Lockdown

PG Wild Animals on School Property

PG School Emergency Procedures Plan

PG Emergency Response Guide Flipchart

7.0 Adjournment

Moved: M. Mannisto *Second:* D. Keenan

That, the Board Policy Review Committee Meeting of February 5, 2013 adjourn at 8:32 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 30
Date: April 16, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Cathy Tsubouchi, Superintendent of Business

SUBJECT: Additional Information Requested at March Board Meeting Regarding
Trustee Budget Committee Report

Background

At the last board meeting, the Trustee Budget Committee Report was presented and several requests were made at the meeting for additional information.

Current Situation

There was a request for the 2011/12 funding calculation for trustees. The calculation of the trustee allocation from the 2011/12 Estimates (page A) is attached for your information. In addition, the excerpt from the "Technical Paper 2011-12, Spring 2011" is also provided (pages B & C).

During the last Board meeting, there were several references to prior correspondence with Bruce Rousseau regarding the development of Policy 208 – Trustee Attendance at Conferences. A copy of the e-mail message is also attached for your information (pages D & E).

The following addresses issues raised around this e-mail:

Computer costs – At the time that the e-mail was written, PSAB accounting for assets was relatively new and there had been several changes regarding capitalization of computers. There are specific criteria for capitalization of leases and under PSAB, computer purchases are only capitalized if either of the following criteria is met:

- The cost of the individual computer exceeds \$5,000, OR
- The computer is part of a bulk purchase, the total cost of which exceeds \$25,000.

Since these criteria were not met, trustee computers are not being capitalized; contrary to the statement in the e-mail. In addition, even if they were being capitalized, there is no additional allocation for minor capital assets such as these and the cost should be covered by the Trustee Allocation.

Trustee expenses – A comment was made that in the past, trustees had not exceeded their budget. In the e-mail, the only costs that were analyzed were professional development, travel and other travel. However, as explained during the presentation, due to the budget pressures that the Board is now under, trustee expenses were examined in their entirety in an attempt to come more in line with the trustee allocation. Therefore, phone, internet, supplies, computers etc. have been in

Total trustees costs are shown on the attached "Trustee Expense/Funding Analysis" sheet (page F). This sheet illustrates trustee actual spending from 2007/08 to 2010/11. The analysis begins with the last school year indicated in the e-mail – 2007/08. The \$29,489 "Expense" for 2007/08 from the e-mail is highlighted bold in the "PD, Mileage, Other Travel – per Bruce's analysis" column. Budget information for 2011/12 is also included on the last line.

Prior to the March Board meeting, there had been a request for trustee budget information and a concern regarding funding generated by student trustees. In order to ensure transparency regarding the information being considered by the Board in this matter, the response to these requests is also attached for information to this report. (See pages G & H).

Subsequent to the last Board meeting, I understand that there have been more requests for information. Therefore, I am seeking clear direction from the Board on the information that is required.

Administrative Summary

That, the report entitled Additional Information Requested at March Board Meeting Regarding Trustee Budget Committee Report be received by the Board for information.

Respectfully submitted,

Cathy Tsubouchi
Superintendent of Business

Section 10 - Administration and governance allocation - Trustee remuneration

2011/12 BUDGET

A

	Col. A	Col. B	Col. C	
10.2 Base funding - Trustees				
10.2.1a Chair & Vice Chair				2
10.2.1b Number of other trustees (excluding Native representatives)				6
10.2.1c Number of Native representatives				1
10.2.1 Total number of trustees				9
10.2.2 Base Entitlement based on old levels of trustee honoraria	5,000			45,000
...Item 10.2.1 x Col. A				
10.2.3 Total Entitlement based on old levels of trustee honoraria	10,000			55,000
....Item 10.2.2 + Col. A				
10.3 Maximum trustee honoraria				
10.3.1 Base amount	5,900			53,100
...Item 10.2.1 x Col. A				
10.3.2 Chair and Vice-Chair Amount				7,500
10.3.3 Attendance Amount	1,200			10,800
...Item 10.2.1. x Col. A				
10.3.4 Distance Amount	18,959	46.7	1,800	16,200
...(If Col. A, Board's geographic area (as per Table 1, Ontario regulation 412/00)>9,000 sq.km or Col. B, Board's dispersal factor (as per Table 5, Ontario regulation 412/00)>25, then Item 10.2.1 x Col. C, otherwise 0)				
10.3.5a 2010-11 ADE (Section 16, item 16.8.3)				1,539.25
10.3.5b Trustees Enrolment Amount (Item 10.3.5a x Col. A)	1.75			2,694
10.3.5c Additional Chair amount (lesser of ((greater of 10.3.5a x Col. A and Col. C) and Col.B)	0.05	5,000	500	500
10.3.5d Additional Vice-Chair Amount (lesser of ((greater of Item 10.3.5a x Col. A and Col. C) and Col. B)	0.025	2,500	250	250
10.3.5e Additional Per Pupil Amount Funding for Native representatives	336.75			337
...Item 10.2.1c x Col. A , where Col. A = Item 10.3.5b/(Item 10.2.1a + item 10.2.1b)				
10.3.5 Total Enrolment amount				3,781
...Sum of Items 10.3.5b through 10.3.5e				
10.3.6 Maximum trustee honoraria				91,381
...(sum of items 10.3.1 to 10.3.4 + Item 10.3.5)				
10.4.1 Increase in Trustee Honoraria				36,381
....Item 10.3.6 - Item 10.2.3				
10.4.2 Increase in Trustee Honoraria funded by Ministry	0.5			18,191
...(Item 10.4.1 x Col. A)				
10.5 Allocation for trustee honoraria				73,191
....Item 10.2.3 + Item 10.4.2				
10.8 Trustee Expenses	5,000			45,000
....(Item 10.2.1 * Col.A)				
10.9 Number of Student Trustees (Maximum of 3 per board)				3
10.9.1 Cumulative number of days in the office for all student trustees				1,095
10.9.2 Student trustees' entitlement amount	2,500			7,500
....Item 10.9 * Col. A * (Item 10.9.1/(365*Item 10.9))				
10.9.3 Allocation for student trustees' honoraria	0.5			3,750
...Item 10.9.2 * Col. A				
10.9.4 Student trustees' expenses	5,000			15,000
...Item 10.9 * Col. A				
10.10 Governance Allocation				136,941
...(Item 10.5 + Item 10.8 + Item 10.9.3 + Item 10.9.4)				

Funding generated by trustees:
honoraria
expenses

73,191

45,000

118,191

Funding generated by
student trustees: honoraria
expenses

3,750

15,000

18,750

TOTAL

\$ 136,941

Trustees Allocation

The Trustees Allocation is projected to be \$11.5 million in 2011–12.

Trustee Honoraria

Ontario Regulation 357/06, *Honoraria for Board Members*, provides a formula which establishes the maximum honorarium a board member may receive. The Trustees Allocation, which is based on the number of trustees, supports trustee honoraria, expenses, meeting costs, and professional development (for example, conferences).

Under the old funding approach, the funding was calculated as follows:

\$5,000	per trustee (including chair) for a trustee honorarium
\$5,000	per trustee (including chair) for travel and expense allowance, professional development, and other costs
\$10,000	per board as additional honoraria for the chair and vice-chair

In 2006, the Ministry amended the formula. Under the new formula for calculating trustee remuneration, the honoraria and expense costs are calculated as follows:

Amount	Description
base amount (\$5,900) + attendance amount (\$1,200) that assumes attendance at two committees of the board per month, which are required under the <i>Education Act</i>	per trustee (including chair and vice-chair) for trustee honoraria and attendance amount
amount (\$5,000) for chair + amount of (\$2,500) for vice-chair	per board as additional honoraria for the chair and vice-chair
distance amount (\$1,800) for boards with a jurisdiction greater than 9,000 square kilometres (as listed in Ontario Regulation 412/00, <i>Elections To and Representation On District School Boards</i>) – funding assumes travel to two committees of the board per month, which are required under the <i>Education Act</i> , as well as travel to one board meeting per month	per trustee (including chair and vice-chair) for distance amount
enrolment amount ($\$1.75 \times \text{ADE} \div \text{the number of trustees excluding First Nations and student trustees; native trustees receive amount equivalent to the enrolment amount received by the non-native trustees}$)	per trustee (including chair) for trustee honoraria
enrolment amount ($\$0.05 \times \text{ADE}$, with a minimum amount of \$500 and a maximum amount of \$5,000)	per board as additional honorarium for the chair
enrolment amount ($\$0.025 \times \text{ADE}$, with a minimum amount of \$250 and a maximum amount of \$2,500)	per board as additional honorarium for the vice-chair

Amount	Description
\$5,000	per trustee (including chair and vice-chair) for travel and expense allowance, professional development, and other costs

The Ministry funds the full trustee honorarium calculated under the old method, plus 50 percent of the incremental cost between the new and old methods of calculating trustee honoraria. Boards provide for any additional costs.

Student Trustee Honoraria

Ontario Regulation 7/07, *Student Trustees*, supplements the rights and responsibilities given to student trustees by the *Education Act*. The regulation requires district school boards to have at least one, and not more than three, student trustees. Boards pay an honorarium of \$2,500 to each student trustee and provide student trustees with the same access to compensation as the other trustees.

To assist boards, the Ministry provides the following through the School Board Administration and Governance Grant:

\$1,250	per student trustee for trustee honorarium, based on the actual number of student trustees per board
\$5,000	per student trustee for travel and expense allowance, professional development, and other costs

This approach is consistent with current provisions for other trustees where the Ministry funds 50 percent of the incremental cost of trustee honoraria.

Joanette, Rose-Marie

D

From: Cindy Brown [bcbrown4@gmail.com]
Sent: Saturday, March 17, 2012 11:50 AM
To: Joanette, Rose-Marie
Subject: Fwd: Trustee Expenses

Rose-Marie, I'm forwarding this to you so it could be printed for the meeting on Monday.

Thank you!!

Cindy Brown

Sent from my iPad

Begin forwarded message:

From: "Brown, Cindy" <cbrown@sgdsb.on.ca>
Date: March 17, 2012 9:22:53 AM EDT
To: "bcbrown4@gmail.com" <bcbrown4@gmail.com>
Subject: FW: Trustee Expenses

From: Rousseau, Bruce
Sent: March-09-09 10:36 AM
To: Brown, Cindy
Cc: Pella, Patti
Subject: RE: Trustee Expenses

Hello Cindy I will develop a budget that covers all relevant trustee expenditures and is within the \$60,000 budget. As mentioned earlier I am confident the expenses will not exceed the revenues. The trustee computer costs a now a capital item and as such do not impact on this budget area. This change has resulted because of the Ministry's PSAB accounting practices.

Hope this helps

From: Brown, Cindy
Sent: March 9, 2009 9:44 AM
To: Rousseau, Bruce
Subject: RE: Trustee Expenses

Hi Bruce, Have you put a portion away for the two retreats. What happens to our computer costs and other expenses.

Cindy Brown

From: Rousseau, Bruce
Sent: February 25, 2009 1:52 PM
To: Brown, Cindy; Pella, Patti

Subject: Trustee Expenses
Importance: High

(E)

Hello Cindy and Patti upon reflection after our meeting Tuesday to discuss the trustee expenses I have the following information to share.

I reviewed our spending over the past number of years.

YEAR	EXPENSE	REVENUE
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2007-2008	\$29,489	60,000
2006-2007	\$43,288	60,000
2005-2006	\$38,106	45,000
2004-2005	\$43,869	45,000
2003-2004	\$31,544	40,000
2002-2003	\$39,497	40,000

(EXP - only reflects PD, mileage, other travel)

As you can see we have not come close to spending the \$60,000 we have allowed to spend. I feel confident the proposal we discussed will not cause the funding to be exceeded.

However a concern was raised that we should be collecting and reporting information on an individual trustee basis. This possible and I do not have a problem implementing this change.

A number of questions have been asked about the funding for trustee expenses. The following is from the Ministry's funding guide.

"Funding for trustee expenses is as follows:

\$5,000 per trustee (including chair and vice-chair) for travel and expense allowance, professional development, and other costs.

\$5,000 per student trustee for travel and expense allowance, professional development, and other costs."

We have 12 trustees, therefore our total revenue generated for trustee expenses is \$60,000.

Funds from this line can be transferred to other areas of the budget however funding cannot be transferred into this section. As for the question of how other board have embellished this funding I can only guess it was contrary to the rules. Overspending is not a position I would recommend to the board.

If you like Cindy you could forward this to all trustees. Should you or any of the trustees require further information or clarification let me know.

Hope this helps clarify the situation.

Bruce Rousseau

Trustee Expense/Funding Analysis

Year	Expense				Funding for non-Honorarium Expenses	Honorarium		Total Costs	Total Funding	VARIANCE (over)/under funding	Comments
	PD, Mileage, Other Travel - per Bruce's analysis	Phone, Supplies, OPSBA	Computers	Total		costs	Funding				
2007/08	29,489	28,367	*	57,856	60,000	74,446	76,999	132,302	136,999	4,697	
2008/09	25,445	29,166	*	54,611	60,000	74,592	77,267	129,203	137,267	8,064	
2009/10	51,031	28,924	3,300	83,255	60,000	93,355	105,259	176,610	165,259	-11,351	Nakina amalgamation
2010/11	60,103	30,814	3,300	94,217	60,000	77,595	84,063	171,812	144,063	-27,749	
2011/12 Budget	44,006	29,600	2,300	75,906	60,000	77,490	76,941	153,396	136,941	-16,455	

* Computers had been purchased in prior years so no costs are reflected in these school years.



Tsubouchi, Cathy
 March-18-12 6:49 PM
 Trustees; Student Trustees
 Tamblyn, David; Petrick, Nancy; Joannette, Rose-Marie
 Clarification of information given to Trustee Budget Committee
 Trustees & Student Trustees Funding final.pdf

In response to Cindy Brown's request for trustee budget information, please find the following:

	Total Expenses Budgeted	Budgeted Funding Allocation - revenue	Actual Funding Allocation – revenue per Financial Statements
2011/12	155,396	136,941	n/a
2010/11	166,945	165,103	144,063

In response to the concern that funding generated by student trustees was not provided to the committee, I have attached the report that was given to Committee members at the March 1, 2012 meeting.

Please note that in the 2011/12 figures shown in the attachment are the projected funding for the entire year and actual costs up to Feb 29/2012.

Cathy Tsubouchi

Superintendent of Business & Treasurer

Superior-Greenstone DSB

12 Hemlo Drive - PO Bag A

Marathon, ON P0T 2E0

Phone: (807) 229-0436 ext. 229

Fax: (807) 229-1471

Student Trustees**ACTUALS:**

	2010/11
Funding generated:	
Honorarium funded	3,750
Expenses funded	15,000
Total student trustee funding	18,750

Student trustee costs:

Honorarium cost	7,500
PD/travel costs	11,923

OSTA	551
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Total costs	19,974
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Over spent	-1,224
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PROJECTION:

	2011/12
Funding generated:	
Honorarium funded	3,750
Expenses funded	15,000
Total student trustee funding	18,750

Student trustee cost - to date:

Honorarium cost (projected for year)	7,500
PD/travel costs	4,642

OSTA	500
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Total costs	12,642
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Funds Available	6,108
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Trustees**ACTUALS:**

	2010/11
Funding generated:	
Honorarium funded	80,313
Expenses funded	45,000
Total trustee funding	125,313

Trustee costs:

Honorarium cost	70,095
PD/travel costs	48,180

Phone	8,943
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Internet	3,689
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Supplies	845
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OPSBA	16,786
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Computers (6)	3,300
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Total costs	151,838
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Over spent	-26,525
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PROJECTION:

	2011/12
Funding generated:	
Honorarium funded	73,191
Expenses funded	45,000
Total trustee funding	118,191

Trustee cost - to date:

Honorarium cost (projected for year)	66,268
PD/travel costs	17,741

Phone	3,153
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Internet	1,645
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Supplies	145
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OPSBA	16,787
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Computers	1,690
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Total costs	107,429
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Funds Available	10,762
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Trustee Expense/Funding Analysis

Year	Expense				Honorarium costs	Total Costs	BUDGET	(over)/ under	N O T E	Comments
	PD, Mileage, Other Travel - per Bruce's analysis	Phone, Supplies, OPSBA	Computer	Total						
2007/08	29,489	28,367	*	57,856	74,446	132,302	137,946	5,644		
2008/09	25,445	29,166	*	54,611	74,592	129,203	144,948	15,745		
2009/10	51,031	28,924	3,300	83,255	93,355	176,610	154,709	-21,901		Nakina amalgamation
2010/11	60,103	30,814	3,300	94,217	77,595	171,812	164,055	-7,757		
2011/12	53,736	26,768	4,558	85,062	77,145	162,207	151,096	-11,111	A	\$6700 re: prior years honoraria corrections;
2012/13 Budget	42,721	10,500	0	53,221	71,173		124,394			this budget excludes OPSBA

* Computers had been purchased in prior years so no costs are reflected in these school years.

NOTES:

A - with the removal of the honararia correction, the budget was overspend \$4,411

03/01/13 14:55:19

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Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 1

ACR0L31-E

Expenditure

Cost Center : 200 Darlene Keenan

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 200 Darlene Keenan						
Function : 31 Governance/Trustees						
31-317-6-000-0000 Prof Dev-Non Teach - Trustees	882.31	1,061.09			1,061-	
31-317-6-000-0101 Prof Dev-in-house Trustees	639.94-					
31-361-6-000-0000 Mileage - Trustee		278.07			278-	
31-363-6-000-0000 Other Travel Expense - Trustee		10.85			11-	
31-405-6-000-0000 Telephone - Voice Trustees	41.95	213.96			214-	
31-406-6-000-0000 Internet - Trustees	66.40	332.00			332-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	350.72	1,895.97	0.00	0	1,896-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 200	350.72	1,895.97	0.00	0	1,896-	0
	=====	=====	=====	=====	=====	===

03/01/13 14:55:19

SDS GUI

Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 2

ACR0L31-E

Expenditure

Cost Center : 210 Matt Fisher

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 210 Matt Fisher						
Function : 31 Governance/Trustees						
31-317-6-000-0000 Prof Dev-Non Teach - Trustees	66.76-	91.74			92-	
31-317-6-000-0101 Prof Dev-in-house Trustees	158.50	158.50			159-	
31-361-6-000-0000 Mileage - Trustee	255.37	255.37			255-	
31-406-6-000-0000 Internet - Trustees	50.98	205.60			206-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	398.09	711.21	0.00	0	711-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 210	398.09	711.21	0.00	0	711-	0
	=====	=====	=====	=====	=====	===

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SDS GUI

Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 3

ACR0L31-E

Expenditure

Cost Center : 220 Bette Bartlett

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 220 Bette Bartlett						
Function : 31 Governance/Trustees						
31-405-6-000-0000 Telephone - Voice Trustees	23.66	23.66			24-	
31-406-6-000-0000 Internet - Trustees	68.23	283.76			284-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	91.89	307.42	0.00	0	307-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 220	91.89	307.42	0.00	0	307-	0
	=====	=====	=====	=====	=====	===

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SDS GUI

Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 4

ACR0L31-E

Expenditure

Cost Center : 230 Mark Mannisto

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 230 Mark Mannisto						
Function : 31 Governance/Trustees						
31-317-6-000-0000 Prof Dev-Non Teach - Trustees	202.36	360.87			361-	
31-317-6-000-0101 Prof Dev-in-house Trustees	158.51	354.77			355-	
31-361-6-000-0000 Mileage - Trustee		1,085.33			1,085-	
31-363-6-000-0000 Other Travel Expense - Truste	39.66	285.07			285-	
31-406-6-000-0000 Internet - Trustees	74.47	300.35			300-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	475.00	2,386.39	0.00	0	2,386-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 230	475.00	2,386.39	0.00	0	2,386-	0
	=====	=====	=====	=====	=====	===

Cost Center : 240 Cindy Fisher

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 240 Cindy Fisher						
Function : 31 Governance/Trustees						
31-406-6-000-0000 Internet - Trustees		150.00			150-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	0.00	150.00	0.00	0	150-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 240	0.00	150.00	0.00	0	150-	0
	=====	=====	=====	=====	=====	===

Cost Center : 245 Fred Simmaitis

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
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Cost Center : 245 Fred Simmaitis

Function : 31 Governance/Trustees

31-361-6-000-0000	Mileage - Trustee		666.81		667-	
31-363-6-000-0000	Other Travel Expense - Trustee	39.66	147.12		147-	
31-405-6-000-0000	Telephone - Voice Trustees		286.13		286-	
		-----	-----	-----	-----	---
TOTAL FOR Function - 31		39.66	1,100.06	0.00	0	1,100- 0
		-----	-----	-----	-----	---
TOTAL FOR Cost Center - 245		39.66	1,100.06	0.00	0	1,100- 0
		=====	=====	=====	=====	===

03/01/13 14:55:19

SDS GUI

Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 7

ACR0L31-E

Expenditure

Cost Center : 250 Pauline MCrae

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 250 Pauline MCrae						
Function : 31 Governance/Trustees						
31-317-6-000-0000 Prof Dev-Non Teach - Trustees	196.66	520.24			520-	
31-317-6-000-0101 Prof Dev-in-house Trustees	144.80	338.70			339-	
31-363-6-000-0000 Other Travel Expense - Truste	39.66	50.51			51-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	381.12	909.45	0.00	0	909-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 250	381.12	909.45	0.00	0	909-	0
	=====	=====	=====	=====	=====	===

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SDS GUI

Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 8

ACR0L31-E

Expenditure

Cost Center : 255 Angel Santerre

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
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Cost Center : 255 Angel Santerre

Function : 31 Governance/Trustees

31-317-6-000-0000	Prof Dev-Non Teach - Trustees	175.45-				
31-317-6-000-0101	Prof Dev-in-house Trustees	175.45	175.45		175-	
31-361-6-000-0000	Mileage - Trustee		75.67		76-	
31-406-6-000-0000	Internet - Trustees		294.00		294-	
		-----	-----	-----	-----	---
TOTAL FOR Function - 31		0.00	545.12	0.00	0	545- 0
		-----	-----	-----	-----	---
TOTAL FOR Cost Center - 255		0.00	545.12	0.00	0	545- 0
		=====	=====	=====	=====	===

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Report ID TRUSTE01

Superior-Greenstone D S Board

INDIVIDUAL TRUSTEE COSTS AT JANUARY 31, 2013

(Cost Center-Function-Object-Panel-Program-Department)

PAGE 9

ACR0L31-E

Expenditure

Cost Center : 295 Aaron MacGregor

	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Cost Center : 295 Aaron MacGregor						
Function : 31 Governance/Trustees						
31-317-6-000-0000 Prof Dev-Non Teach - Trustees	1,021.95	2,764.83			2,765-	
31-317-6-000-0101 Prof Dev-in-house Trustees	1,021.95-	257.82			258-	
31-363-6-000-0000 Other Travel Expense - Trustee		10.85			11-	
	-----	-----	-----	-----	-----	---
TOTAL FOR Function - 31	0.00	3,033.50	0.00	0	3,034-	0
	-----	-----	-----	-----	-----	---
TOTAL FOR Cost Center - 295	0.00	3,033.50	0.00	0	3,034-	0
	=====	=====	=====	=====	=====	===

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name NATIVE EDUCATION ADVISORY COMMITTEE (NEW) 539

Board Approved: _____ *Reviewed:* March 7, 2013 *Review By:* December 2018

POLICY

It is the policy of the Superior-Greenstone District School Board to improve our understanding of First Nations, Métis, and Inuit partners on and off reserve through its Native Education Advisory Committee (NEAC). Representation on the committee may include Aboriginal groups with which the Board has tuition agreements and/or those groups whose children of Aboriginal heritage may be voluntarily self-identified as defined within Board Policy 527-Voluntary Aboriginal Student Self-Identification.

RATIONALE

The Superior-Greenstone District School Board recognizes the importance of co-operation and communication between First Nation, Métis and Inuit stakeholders and the Board. In order to improve communication and receive input, the Native Education Advisory Committee would provide opportunities for Senior Administration, Trustees, and School Principals to interact directly with representatives of First Nation, Métis and Inuit partners wherever they may reside within the geography of the Board

1. Terms of Reference

1.1 Mandate of NEAC

- 1.1.1 To focus on initiatives and concerns as may be identified through its tuition agreement partners and or others constituents of Aboriginal heritage.
- 1.1.2 To act as a liaison among the schools, community, Senior Administration and Trustees.
- 1.1.3 To make recommendations to the Board relating to the education of students to ensure the appropriateness of the content of Board curriculum materials and programming.
- 1.1.4 To review performance outcomes for First Nation, Métis, and Inuit students and make recommendations to the Board toward a goal to continually improve outcomes for students.
- 1.1.5 To expand the awareness of the educational needs of First Nation, Metis, and Inuit students to improve educational opportunities and ensure successful completion of secondary education
- 1.1.6 To increase the awareness of the nature of Aboriginal educational concepts and the positive impact it has for all students of the Board
- 1.1.7 To ensure communication of NEAC developments, a standing agenda item will occur at Board meetings with minutes of all meetings disseminated for Board acknowledgement and/or follow-up as may be required.

1.2 Recommended Participants

- One Trustee of the Board under Section 188 of the Education Act, RSO who is appointed by the Board to represent the interests of First Nations students,

as well as two additional trustees as selected by the Board at the Organizational Board meeting held annually in December

- The board chair as ex-officio member may attend as appropriate
- The Director of Education
- The Superintendent of Education
- The Board's Student Success/Aboriginal Lead
- One Aboriginal representative and one alternative representative from each tuition agreement partner of the Board
- One at-large Aboriginal representative at large as nominated by NEAC

1.3 Meeting Dates

NEAC will meet a minimum of three times in each school year on dates established by the committee with dates within the approximate time of:

- Early fall
- Mid-winter
- Late Spring

Such meeting dates will be posted and the agenda distributed to stakeholders as outlined in Part 1.2. In addition, minutes of all meeting shall be posted to the board website for access by all interested stakeholders.

REFERENCES

- Policy 536: Equity and Inclusive Education
- Policy 536: Equity and Inclusive Education Management Guideline

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES	208
Board Approved:	Reviewed: March 7, 2013	Review By: December 2018
	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

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) ~~or Ontario Student Trustee Association (OSTA)~~ 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 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 **S**uperintendent 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-Greenstone 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.



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

On _____
Date(s)

_____ Signature of Parent/Guardian _____ Date

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	STUDENT TRUSTEE <i>Management Guideline Applies</i>		210

<i>Board Approved:</i>	<i>Reviewed:</i> March 7, 2013		
September 18, 2012	February 5, 2013		
December 4, 2007	September 4, 2012		
March 12, 1999	March 31, 2007		<i>Review by: December 2018</i>
	September 24, 2007		
	February 22, 2005		

POLICY

It is the policy of the Superior-Greenstone District School Board that there will be, one position for a non-voting Student Trustee on the Board to serve for a term of one year. The inclusion of a Student Trustee enables the perspective of students to be considered in Board decisions and provides students with valuable learning experiences.

1.0 Eligibility

- 1.1 To be eligible for appointment as a Student Trustee on the Board, an individual must meet all of the following conditions:
- a) be a full-time student in the senior division attending a secondary school operated by the board, and,
 - b) be supported in his/her candidacy by formal resolution of the student government of the school attended, and,
 - c) meet all other conditions as laid out in this policy or elsewhere in Board policy, and,
 - d) be maintaining at least a passing grade in all courses on his/her timetable.
- 1.2 The Student Trustee will originate from one of the five district high schools.

2.0 Responsibilities of the Student Trustees

- a) Attend all public meetings of the Board
- b) Participate in discussions on all current business of the Board with the exception of certain in-camera business
- c) Provide reports and make recommendations
- d) Organize and chair the Student Senate
- e) Communicate and represent student matters and interests to the Board
- f) Communicate to the students on matters of the Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Management Guideline</i>	STUDENT TRUSTEE	
<i>Applicable Policy</i>	STUDENT TRUSTEE	210

<i>Board Approved:</i>	<i>Reviewed:</i> March 7, 2013	
September 18, 2012	February 5, 2013	
December 4, 2007	September 4, 2012	<i>Review by: December 2018</i>
	June 5, 2012	

PROCEDURE

1.0 Purpose

The purpose in electing a Student Trustee to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

2.0 Election and Term of Office

2.1 Board Resolution

A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

2.2 Term

The Student Trustee's term of office starts on August 1st of the year in which he or she is elected and ends on July 31st of the following year. Each term shall be for one (1) year only. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

2.2 Limit

A student elected as a Student Trustee shall be elected for a one year term only. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers.

2.3 Rotation of Trustees

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

2.4 Honoraria

The Student Trustee will be paid an honorarium up to \$2,500. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

2.5 Disqualifications

2.5.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.

- 2.5.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.
- 2.5.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

3.0 The Student Senate

- 3.1 The Student Senate means the organization composed of the members of the secondary Student Councils, as well as one student voting member from each of the eleven area elementary schools. Student Senate membership will be comprised of 16 students in total.
- 3.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the eleven area elementary schools to submit the name of one student representative.
- 3.3 It shall be the responsibility of the Student Trustee to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.
- 3.4 Mandate of the Student Senate
 - 3.4.1 To advise the Student Trustee in matters relating to students and business of the Board.
- 3.5 Meetings and Communications
 - 3.5.1 The Student Senate shall convene at least three (3) meetings in each school year.
 - 3.5.2 Meetings may be conducted via teleconference or videoconference.
 - 3.5.3 The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
 - 3.5.4 In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.
 - 3.5.5 At its first annual meeting, a chair and a recorder shall be selected from members of the Student Senate. The Student Trustee shall report on the activities of the Student Senate to the Board at the Regular Board meetings.
- 3.6 Budget

A budget for the operation of the Student Senate will be established annually in the Board's approved expenditure budget.

4.0 The Student Trustee Elections

- 4.1 By April 30th, under the direction of the outgoing Student Trustee and Senate, there shall be an election of a Student Trustee for the upcoming term of office.

- 4.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.
- 4.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and the Student Senate and Student Council Presidents shall jointly elect a replacement through a by-election

5.0 Student Trustee Attendance at Board Meetings

- 5.1 Regular Meetings
It is expected that the Student Trustee will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.
- 5.2 Electronic Attendance
It shall be possible for the Student Trustee to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.
- 5.3 Requirements
The Student Trustees shall conform to the Code of Ethics required of board members. The Student Trustee shall act in accordance with the By Laws and Rules of Order of the Board.
- 5.4 Committee(s)
Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

6.0 Responsibilities of a Student Trustee

The Student Trustee will submit one written report on their activities and/or those related to the Student Senate at the Regular Board meetings. At the final Regular Board meeting of the year, the Student Trustee will be expected to provide an annual report.

7.0 Mentorship

- 7.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.
- 7.2 A Trustee of the Board assigned to mentor a Student Trustee shall:
 - a) assist the Student Trustee on orientation,
 - b) be available to discuss issues, questions or ideas that the Student Trustee may have,
 - c) guide, coach and mentor the Student Trustee in his/her activities related to the Student Senate.
 - d) assist the Student Trustee to organize the election of the new student trustee.
- 7.3 A Student Trustee mentor, staff member or parent/guardian will supervise/chaperone the Student Trustee while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.

8.0 Membership

Upon election, the Student Trustee will have limited membership.

8.1 MAY....

The Student Trustee MAY...

- a) regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),
- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
 - i) a recorded *non-binding* vote that includes the Student Trustee's vote; and
 - ii) a recorded *binding* vote that DOES NOT include the Student Trustee's vote,
- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

8.2 MAY NOT....

The Student Trustee MAY NOT...

- a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

9.0 Miscellaneous

9.1 Expenses

A Student Trustee shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

9.2 Resources and Training

A Student Trustee shall have the same access to professional development opportunities, conferences, etc as provided other trustees

9.3 Academic Performance

The Principals shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

9.4 Recognition for Student Trustee (Credit)

A Student Trustee may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

9.5 Interaction with School Community

The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.