

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance/Board	<i>Policy Number</i> 111
<i>Former Policy #</i> 807	<i>Page</i> 1 of 7
<i>Original Approved Date</i> March 22, 1991	<i>Last Approved Date</i> September 27, 1994, February 28, 1995, September 26, 2000, December 16, 2003, April 12, 2005, November 22, 2005, May 8, 2007, November 18, 2008 December 1, 2009, March 9, 2010 February 7th, 2012

POLICY TITLE: TRUSTEE SERVICES AND EXPENDITURES

SECTION A

1. PURPOSE

Trustees of the York Catholic District School Board share a proud history of dedicated commitment to Catholic education and to the students and communities they are elected to serve. As stewards responsible for local governance of our publicly-funded school system, trustees are expected to carry out their role with the utmost integrity and ethical conduct. The purpose of this policy is to clarify the parameters and guidelines under which trustees will receive those supports, equipment, services and reimbursements that will enable them to communicate with constituents regarding board affairs and educational matters, to participate in various activities by virtue of their office, and to fulfill their corporate and constituency responsibilities.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that trustees, in their role of stewards and guardians of Catholic Education, shall be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of the Ministry of Education and this policy.

3. PARAMETERS

3.1 Services provided for trustees, and expenses which trustees are permitted to incur, must be:

- Directly related to the role of trustee;
- Consistent with statutory requirements and Ministry guidelines;
- Congruent with common values and accepted practices; and
- Able to withstand the test of integrity and independent audit.

- 3.2 Payment of expenditures shall be provided to the appropriate recipient subject to Board guidelines for reimbursement.
- 3.3 Expenditure limits may not be exceeded.
- 3.4 Inappropriate expenses shall not be reimbursed.
- 3.5 Neither P-cards nor cash advances will be issued to trustees. Student trustees may, subject to the discretion of the Director of Education, be allocated a cash advance on a case by case basis.
- 3.6 Any part of the board budget for trustee expenses that remains at each November 30th, will be returned to the general board budget.
- 3.7 Staff and trustees are entitled to equitable treatment with respect to expenditures.
- 3.8 Trustee expense for travel/meals will be reimbursed according to the Travel, Meals and Expense Reimbursement Policy
- 3.9 A trustee may, on occasion, wish to support a school initiative through the Trustee's Discretionary Allowance. Examples of approved initiatives include but are not limited to: learning materials, athletic equipment, field trips/excursions, refreshments/tokens of appreciation for school celebrations/events such as graduations or blessings, religious statues. See the Travel, Meal and Expense Reimbursement Policy for direction on Hospitality reimbursement.

4. RESPONSIBILITIES

- 4.1 Director of Education: To monitor the implementation of this policy;
To approve all expense claims.
- 4.2 Executive Committee: To deal with any inequity resulting from the policy;
To bring to the Board any matter relative to this policy which, in the opinion of the Committee, requires a Board decision.
- 4.3 Audit Committee: To appoint the external member of the committee to review disputes with respect to trustee expenditures.

CROSS REFERENCES

Education Act, Ontario, s. 191

- YCDSB Policy 105: Trustee Professional Development
- YCDSB Policy 801: Use of Board Funds for Recognition/Acknowledgement Purposes
- YCDSB Policy 802: Purchase, Lease and Rental of Products and Services
- YCDSB Policy 808: Travel, Meals and Expense Reimbursement

- YCDSB Procedure: Purchasing Reference Guide

POLICY TITLE: TRUSTEE SERVICES AND EXPENDITURES

SECTION B

GUIDELINES

1. Administration

The Executive Committee of the Board shall have the authority to deal with matters related to the policy as may be brought forward by any trustee and bring such matters to the attention of the Board if deemed appropriate.

- The Director certifies that individual trustee expense claims meet the requirements of board policy and approves payment of the claim or refers the expense claim to Executive Committee;
- A senior board official, typically the Senior Business Official but excluding the Director, certifies that the Chair of the Board's expense claims meet the requirements of board policy and recommends that the Director approve payment of the claim;
- Should there be a dispute about the eligibility of any expense, e.g. if deemed as inappropriate or unreasonable, the policy refers the dispute to Executive Committee. If not resolved the Trustee has the option of taking the dispute to the external member of the Audit Committee prior to proceeding to a public session of the board.

2. Reporting

An annual expenditures report for each trustee, based on a December 1 – November 30 time period, will be completed and filed with the Board. Expenditure reports will be presented in open public session no later than the first Regular Board meeting in February of each year and subsequently posted on the Board web site.

3. Budget/Expense Claims

An annual Trustee Discretionary Budget of \$5,000 per trustee shall be allocated to reimburse all discretionary expenses as identified in this policy.

Other professional development activities and Board related travel outside of York Region, as defined in Policy 105 – Trustee Professional Development, will also be charged to the Trustee's Discretionary Allowance.

Expense claims will be processed on a monthly basis and in accordance with good business practices as defined in Board procedures.

4. Communications

i) Trustee Newsletters

Trustee newsletters are intended:

- To inform communities regarding Board policy, practices and decisions, Ministry directives, educational/school events and initiatives, and the role of the Board and the trustee;
- To promote York Catholic Schools;
- To permit the personal expression of opinion on matters pertaining to Catholic education.

Trustee newsletters:

- Shall be non-political;
- Shall not reflect negatively upon the York Catholic District School Board or the school system.

Standard/Scheduled Newsletters

- Two elementary and two secondary newsletters per year;
- Any communication developed by Trustees as a response to a specific concern in the community.
- Costs will be charged to the communications budget;
- Standard/scheduled newsletters will be processed through the Communications Department.

Discretionary Newsletters

- Includes discretionary / additional / unscheduled newsletter/communication.
- Shall be approved by administration prior to distribution;
- Any costs associated with the production and/or distribution of optional newsletters/communication will be charged to the Trustee's Discretionary Allowance.

Note: Examples of discretionary/optional communication include purchase of space in local publications (i.e. school year books, newspapers), seasonal/holiday messages, graduation messages, and unscheduled community updates.

Printing of Trustee Newsletters

- Communication Services will arrange for the printing of trustee newsletters.

Newsletter Communication in the Year of a Municipal Election

- No production or distribution of trustee newsletters financed by the Board shall be undertaken after July 1;
- Distribution of trustee-produced and financed newsletters through Board schools is prohibited after July 1;
- Trustees who usually include information in school-produced newsletters can continue to do so, provided that the material is of a non-political nature.

- No purchase of space in local publications, financed by the Board, shall be permitted for articles being run after July 1st.
- Electronic Communications – Board developed Trustee websites must be closed down by July 1st.

ii) Letterhead

At a trustee's request, a supply of letterhead will be provided subject to the following guidelines:

- On an annual basis, the first 50 sheets of blank letterhead will be charged to the centrally funded budget;
- Subsequent sheets of blank letterhead will be charged to the Trustee's Discretionary Allowance;
- Communication using Board letterhead for "optional" newsletters will be charged to Trustee's Discretionary Allowance.

iii) Business Cards

At a trustee's request, a supply of business cards will be provided subject to the following guidelines:

- A maximum of \$600/per 4Year Term for business cards may be charged to the centrally funded trustee budget;
- Trustee business cards must use standard layout including Board font and colour of ink;
- Any costs exceeding the designated amount will be charged to the Trustee's Discretionary Allowance.

iv) Community-Based and Work/Office Related Activities

Eligible functions/activities/locations that a trustee may choose to attend by virtue of their office include but is not limited to:

- Board schools;
- Off-site school events i.e. sports/arts;
- School Council meetings and activities/events;
- Local school fund-raising activities;
- Local school socials;
- Work related activities organized by trustees, the Board or administration;
- Archdiocesan functions;
- Parish-organized functions;

- Community-organized functions, if attending as a YCDSB representative;
- School/community public relations functions;
- Staff retirements;
- OCSTA/CCSTA Conferences, meetings and special events;
- Other professional development activities as outline in Policy #105 – Trustee Professional Development.

Guidelines

- Attendance at functions/activities will be at the personal discretion of a trustee. If a Trustee is unsure if an event qualifies for reimbursement a request should be sent to Executive Committee.
- All costs associated with attendance at eligible functions/activities for trustees and a guest, (where a spouse, family member or guest is required) will be charged to the Trustee’s Discretionary Allowance;
- Costs associated with political events/functions/fundraisers/charity events will not be covered by the Board and cannot be charged to the Trustee’s Discretionary Allowance.
- The following expenses are not related to board business:
 - Community fundraising galas and/or charity functions

v) Equipment/Support Services

The following equipment and support services will be provided to all trustees:

- **Computer:** The Board will provide a trustee with either a laptop or desktop computer at the beginning of the trustee’s 4-Year Term of Office;
 In October/November of the year a trustee term ends, trustees will be given the option of returning their computer or purchasing it from personal funds at “fair market value” as determined by the Board;
 Regular ongoing maintenance and Board supported software will be available throughout the term of office.
- **Consumables/Supplies:** Trustees may purchase through Trustee Discretionary Allowance the following consumables/supplies, including but not limited to: ink cartridges, paper, writing utensils, envelopes, labels, binders, file folders, poster board, calendars, wrapping paper, cards, computer supplies (writeable CD’s, surge protectors, disks, USB cords, adaptors, mouse, cables, router, wireless cards).

If possible, the above items will be accessed through the board's procurement process, via the Director's office.

- Furniture and Office Equipment:

A maximum of \$400 per 4 Year Term may be used to cover the combined cost of the following furniture and equipment: printer, fax machine, desk, chair, filing cabinet, shredder, computer cart and telecommunication devices;

No reimbursement for furniture and office equipment will be allowed during the last 6 months of a trustee's term.

Furniture and equipment purchased will be deemed to have no market value and may be kept by the trustee at the end of his/her term.

- Secretarial Support:

Reasonable secretarial support will be provided where necessary.

- Subscriptions:

Two newspaper subscriptions are an allowable expense to be charged to the Trustee's Discretionary Allowance.

- Telecommunications:

Trustees will be reimbursed for:

- telecommunications support services up to a combined maximum of \$175 per month with supporting/detailed documentation;
- one-time installation costs for above services required for communication purposes during the trustee's term of office.

Approval by Board

February 7th, 2012

Date

Effective Date

February 7th, 2012

Date

Revision Dates

Date

Review Date

February 2016

Date