



## REGULATIONS

**SUBJECT:** Attendance of Trustees and Student Trustees  
at Educational Conferences, Workshops and Related Events

1. Recognized educational conferences, workshops and seminars consist of:
  - a) Association Conferences (Ontario Public School Boards' Association, Ontario Student Trustee Association):
  - b) Professional workshops and seminars in such areas as curriculum, governance and collective bargaining and funding issues.
2. The Board annually approves the budget for attendance at conferences, workshops and seminars and sets aside an approximate amount per trustee:

Student Trustees	\$3,000.00
Trustees	\$3,000.00
Chair	\$4,000.00
3. In addition to the above the OPSBA delegate and alternate may attend the annual General Meeting of OPSBA.
4. Expenditures by the Board Chair and Trustees beyond the limits established under section 2 require approval of the Board.
5. Attendance at any conference, workshop or seminar outside of Ontario shall require approval of the Board.
6. All amounts budgeted are on a yearly basis and may not be carried over into subsequent years. All unused funds shall be credited to the Board's general funds at the end of the year.
7. Trustees and Student Trustees may present an oral report about their attendance at the conference, workshop or seminar.
8. Approved Expenses paid by the Board include:
  - a) Registration
  - b) Single rate accommodation
  - c) Transportation (the most economical means of transportation will be provided)
  - d) Actual out-of-pocket expenses for meals, parking, taxi and miscellaneous expenses (supported vouchers and itemized receipts are required as outlined in LKDSB Regulation *Expense Reimbursement for Staff, Trustees and Student Trustees R-BU-502.1*).

9. All expenses shall be documented on the LKDSB Expense Report form (attached to the LKDSB administrative procedure *Completion of Expense Report A-BU-502.1*), supported by itemized receipts, and submitted to the Board Chair for approval. The Vice-Chair of the Board approves the expenses of the Chair of the Board.
10. The Directors' office shall circulate information on appropriate educational conferences, seminars and workshops.
11. The Superintendent of Business shall advise the Board Chair and Director of any required information on Trustee expenditures in accordance with this policy.
12. Costs associated with another person accompanying a Trustee will be at the Trustee's own expense.
13. The Board shall set an amount for inclusion in the budget annually to cover their costs.
14. The Board Chair and Director may request Trustees to attend additional conferences, which would not be subject to the expense allowance set aside for each Trustee.

Implementation Date: October 28, 1998  
Revised: October 8, 2002, September 27, 2005, January 30, 2007, March 29, 2011,  
November 8, 2016

Reference: LKDSB Policy *Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events*  
LKDSB Regulations *Expense Reimbursement for Staff, Trustees and Student Trustees R-BU-502.1*  
LKDSB Administrative Procedure *Completion of Expense Report A-BU-502.1*  
Education Act, Section 55