



MEMORANDUM

Date: 05 October 2010

To: Board of Trustees

From: Tim Monds – Acting Superintendent of Schools

Originator: Claire Jonsson, Associate Superintendent-Business & Finance

Subject: **Policy 7 – Article 12 – Trustee Compensation and Expenses**

Recommendation

That the Board of Trustees approves revisions to Policy 7, Article 12, Trustee Compensation and Expenses, as presented at its Regular meeting of 05 October 2010.

CJ:jlf

~~3-12.~~ Trustee Compensation and Expenses

The Board believes that successful trusteeship requires a significant time commitment. It recognizes that each trustee is responsible for:

- ~~1-•~~ Attending Board-approved meetings; and
- ~~2-•~~ Participating in conferences, workshops and other in-service activities.

To compensate trustees for their time, contribution and expenses, the Board approves the establishment of a trustee remuneration program.

~~4-12.1~~ Basic honorarium and allowance shall be set annually for each individual trustee.

~~4-12.1.1~~ The basic honorarium and allowance shall cover all activities of the trustee except for travel within the Division, allowances and travel expenses for elected Committee positions and allowances and travel expenses for conferences, conventions, workshops and seminars outside of the Division.

~~2-12.1.2~~ The basic honorarium and allowance will not be reduced if a trustee is unable to attend the designated meetings.

~~3-12.1.3~~ Retiring trustees receive the basic honorarium and allowance for the full month during which they retire.

~~4-12.1.4~~ Newly elected trustees receive a pro-rated basic honorarium and allowance effective from the date of their official oath of office.

~~5-12.1.5~~ The Chair and Vice-Chair of the Board shall receive an additional annual honorarium and allowance as shown on the trustee's remuneration schedule.

~~2-12.2~~ Trustees who are elected or appointed by the Board to represent the Board at Committee Meetings or meetings of other organizations are eligible to claim for travel and per diem at the rate shown on the trustee remuneration schedule.

~~3-12.3~~ Conference expenses may be claimed for attendance at conventions outside the Division.

~~4-12.3.1~~ **Alberta School Boards' Association (ASBA) and Public School Boards' Association of Alberta (PSBAA)** Conference expenses will be paid in accordance with the rates established annually by the Board. When travelling on Division business, a trustee may claim either the actual cost of a meal or the meal allowance.

~~2-12.3.2~~ Trustees' attendance at conventions, seminars, workshops and other similar functions shall be at the **approval of the Board.** ~~discretion of each trustee. Annually, an equal budget allocation will be established by the Board for each individual trustee. Expense claims will be charged against that budget allocation. In line with site based decision making, budget allocations not used in one year will be carried forward to the following year and added to the next year's budget allocation for that individual trustee. This process will~~

~~only occur over the three (3) year term of office. No transfers will occur from one term of office to another.~~

4.12.4 Trustees are eligible to claim travel expenses from their residence to attend all meetings of the Board and meetings of organizations to which they have been appointed to represent the Board.

4.12.4.1 Claims are submitted in accordance with the mileage rate established annually by the Board.

~~**5.12.5**~~ Trustee claims for travel, subsistence and honorarium are approved by the Board Chair (Vice-Chair) and submitted to Business and Finance for processing. ~~by the 24th of each month.~~ To account for the appropriate taxable and non-taxable calculations for honorarium and travel, payment is processed through the payroll system and direct deposited to trustees' bank accounts with their regular paycheque.

The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.