
ELK ISLAND CATHOLIC S.R.D. NO. 41	CODE: BHD - Policy
LEGAL REFERENCE: <i>School Act</i> Section 44 (2) (d)	TITLE: Board Member Honoraria and Expenses
CROSS REFERENCE:	ADOPTION DATE: April 15, 1998
	REVISION DATE:

The Board recognizes that Board members are entitled to honorarium and compensation for expenses incurred in the performance of their duties. In addition, the Board believes that the Board’s budget must be set, monitored and publicly reported as are all Division budgets.

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Budget

The Board governance budget will be developed and approved during the annual budget process subject to the following considerations as set out in Appendix A.

1. The budget will specify allocations for the Chair, trustees and general Board expenses.
2. The budgets allocated to the Chair and the trustees will cover trustee honoraria, benefits and expenses and are not to be exceeded.
3. The budget allocated to general Board expense will cover Board functions, Board directed activities and Board elections.
4. During the budget year, amendments to the specific allocations within the approved Board governance budget may be made after consideration and approval by the Board.

Honoraria

The principles of Board members' remuneration shall include a basic honoraria for Board members which provides for all services rendered by a Board member to attend:

1. regular Board meetings
2. special Board meetings
3. meetings of committees of the Board
4. meetings with Division staff and tours of facilities as planned by the Board
5. other Division meetings on behalf of the Board
6. optional attendance at concerts, plays and/or school functions
7. Board sponsored events

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Honoraria (continued)

8. ACSTA/ASBA zone meetings
9. ACSTA/ASBA/CCSTA/CSBA conventions and workshops
10. other workshops, conventions, seminars and retreats
11. attendance at social functions of the staff
12. informal, unsolicited school or office visits and individual meetings with members of the staff or public
13. attendance at graduation exercises
14. attendance at extra-curricular school activities
15. attendance at meetings held by other organizations to which the Board appoints a representative
16. any other related activities of the Board

Travel and Subsistence Allowance

Funds for Board members' remuneration shall be budgeted for on an annual basis to cover the cost of travel when the Board member attends to Division business outside of their ward.

The subsistence (meal allowance) budget covers expenses relating to employee relations:

- Board wine and cheese
- Board recognition of employees
- Board negotiating with employee groups
- Division Christmas Party
- School Christmas concerts and graduations
- Any other related activities

Per Diem Allowance

Funds for Board members' remuneration shall be budgeted for on an annual basis to cover loss of pay from regular employment as a result of conducting Board business.

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This allowance is intended to reimburse trustees for loss of income from regular employment as a result of conducting Board business.

Filing for the per diem allowance shall be made on the Trustees' Per Diem Claim (Appendix C).

Professional Development

Funds for Board members' participation at conventions, conferences, workshops and meetings shall be budgeted for on an annual basis. The annual budget will normally account for:

1. Alberta Catholic School Trustees' Association Conferences;
2. Alberta School Boards Association Conferences; and
3. a major National Conference.

The professional development budget for each Board member is intended to compensate Board members for reasonable expenses incurred while attending conferences.

The budget line is set for each trustee and trustees must stay within their own PD budget.

Course Tuition Reimbursement

If a trustee wishes to pursue courses preferably related to trusteeship they may do so provided the reimbursement for course tuition fees falls within their budget for professional development.

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General Board Expenses

Funds for Board members' participation in Board functions, Board directed activities and Board elections shall be budgeted for on an annual basis. The annual budget will normally account for:

1. regular Board and Committee meeting expenses; and Board directed expenses incurred by reason of such attendance for Board members named as the Board's delegates;
2. ASBA Representative – travel, subsistence, conference registration as for ASBA zone activities and Spring conference;
3. Board election costs; and,
4. any other related activities.

Membership Fees

Funds shall be provided in the budget for the Board members' participation in professional organizations relevant to trusteeship. The Board agrees to pay membership fees for such organizations as:

1. Alberta Catholic School Trustees' Association;
2. Alberta School Boards' Association;
3. ACSTA zone fees;
4. ASBA zone fees;
5. any others mutually agreed upon.

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1. Annual honoraria shall be paid in accordance with Appendix 'A'. Payment will be made in one twelfth (1/12th) installments by direct deposit in accordance with Board policy. Honoraria will be processed through payroll 2/3rd taxable and 1/3rd non-taxable.
2. Board members may claim mileage for travel outside of their electoral ward in accordance with Appendix 'A'. Mileage may be claimed on the Division expense claim.
3. Board members may claim per diem in accordance with Appendix 'A'. Per diems do not include regular Board and Committee meetings. Board members should not claim per diems unless there is loss of income from their regular employment. Per diems may be claimed on the Division per diem expense claim and will be processed through payroll 2/3rd taxable and 1/3rd non-taxable.
4. Expenses incurred by Board members for professional development will be approved for reimbursement in accordance with Appendix 'A'.

4.1 Transportation Expenses

Board members may claim on the Division expense claim for transportation to conferences, workshops, meetings at the same mileage rate as approved for rural travel allowance. Other modes of travel require actual receipts.

4.2 Hotel Accommodation Expenses

Board members may claim on the Division expense claim for hotel accommodation to attend conferences, workshops, meetings. Original receipts must be provided.

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4.3 Meal Expenses

Board members may claim on the Division Expense claim the cost for meal expenses for attendance at conferences, workshops, meetings. Original receipts must be provided.

4.4 Other Expenses

Board members may claim on the Division expense claim for all other expenses incurred while carrying out Board business. Original receipts must be provided.

The Secretary-Treasurer shall provide a monthly budget report to the Board and Superintendent as a means for trustees to monitor choices for professional growth.

Board members will provide an information report on materials of interest received as a result of attendance at professional development activities. This report is to be provided to the Superintendent for circulation to members of the Board.

Trustees will select their preferred attendance sites for professional development activities and complete a Professional Development Plan for the year on the attached Form (Appendix B).

Spousal expenses may not be charged to the Board member's expense budget. Expenses paid by the Division for a spouse will be billed to the Board member. These expenses will be deducted from the Board member's monthly remuneration.

5. Board members may claim tuition fees for non-credit courses specifically relating to trusteeship. Prior approval of the Board is required. The reimbursement of tuition must be budgeted as Professional Development and fall within the PD budget line.

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6. Board members are required to stay within the approved budget lines for professional development. Special Board approval is required to exceed any individual Trustee PD budget lines.

7. Annually, at the organizational meeting of the Board, or as soon as the first meeting following an organizational meeting of a newly elected Board, the Board will set an adjustment factor to trustee honoraria and expenses by revision to Appendix 'A' Trustee Honorarium/Expense Schedule. The adjustment factor is effective to November 1st. Unless otherwise indicated the adjustment factor will relate to the increase in school grants.

8. Approval of Board Expenditures

The Board Chair will review and approve the Vice-Chair and trustees expenditures.

The Vice-Chair will review and approve the Board Chair's expenditures.

9. Adjudication and Appeal

For any trustee claim that goes beyond defined guidelines, the Board Chair will review and approve/disapprove the Board member's claim.

The Vice-Chair will perform this function where a claim of the Chair is involved.

TRUSTEE HONORARIUM/EXPENSE SCHEDULE

2010/2011

<u>Honoraria</u>		<u>2/3 Taxable</u>	<u>1/3 Non-Taxable</u>
Chair	\$20,025	\$13,350	\$6,675
Vice-Chair	\$17,297	\$11,531	\$5,766
Trustees	\$15,527	\$10,351	\$5,176

Rural Travel Allowance

\$0.52 per kilometer for first 5000 km.; \$0.46 per kilometer for over 5000 km.
The rate is set by the federal government rates (CRA) and is reviewed every three months.

Per Diem Allowance

\$100.00 per partial day to a maximum of \$200.00 per day.

Professional Development

\$3,500 per Board member
(Reimbursement is based upon actual receipts)

BOARD GOVERNANCE BUDGET FOR 2010/2011

Honoraria

Chair	\$20,025	
Vice-Chair	\$17,297	
Trustees	\$77,635	\$114,957

Employee Benefits

Benefits - Dental, Extended Health, Life, Vision and EAP -		\$17,906
Chair – Tony Sykora	\$2,634	
Vice-Chair – Jean Boisvert	\$3,146	
Trustee – Luisa Davidse	\$3,680	
Trustee – Joann Lloyd	\$639	
Trustee – Charlene Melenka	\$3,681	
Trustee – Gerald Mykytiuk	\$445	
Trustee – Ted Paszek	\$3,681	

Travel and Subsistence Allowance

Sherwood Park	\$ 750 x 4 =	\$3,000	
Camrose	\$2,000 x 1 =	\$2,000	
Vegreville	\$2,500 x 1 =	\$2,500	
Fort Saskatchewan	\$ 750 x 1 =	\$750	\$8,250

Per Diem Allowance

\$200 x 16 days		\$3,200
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Professional Development

\$3,500 per trustee @ 7	\$24,500	
ASBA Representative	\$1,000	\$25,500

General Board Expenses

Board Functions	\$15,000	
Regular and Committee expenses		
Board Election (3 year reserve)	\$15,000	\$30,000

Membership Fees

ACSTA	\$27,763	
ACSTA Extra (legal)	\$21,684	
ASBA	\$41,197	
ASBA Zones	\$2,033	<u>\$92,677</u>

TOTAL BOARD GOVERNANCE **\$292,490**

**TRUSTEES PROFESSIONAL DEVELOPMENT PLANS
2010/2011 BUDGET**

Name: _____

Position: Trustee

Budget Department : Board Governance - Administration

P. D. Allocation: \$3,500

PROFESSIONAL DEVELOPMENT PLANS		
Date	Conference/Workshop/Meeting	Estimated Cost
Total Professional Development Plans		\$

Submitted by:

Trustee (Signature)

Date

Approved by:

Chair/Vice-Chair (signature)

Date

Note: PD budgets are set for each Trustee and may not be exceeded in any year.

