

2205 Trustee Remuneration, Benefits and Recognition

Policy 2205 STATUS: **UNDER REVIEW (COMBINED 2200,2230,2231,2235)**

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: November 9, 1981

Last Revised: June 19, 2013,

Description:

The Board of Education recognizes in order to carry out their duties of office that trustees need to be reimbursed for expenses, have the equipment and education required for the role of trustee and that it is important to recognize their service to SD 59.

The following will be provided to trustees as they carry out the duties of their office:

1. Trustees of School District No. 59 (Peace River South) shall be paid an annual stipend.
2. Trustees shall be reimbursed for expenses incurred in the discharge of their duties at rates established by the Board.
3. Trustees will have access to the appropriate technological devices necessary to carry out their duties
4. Trustees will have access to professional development that benefits them in their role
5. Trustees will be recognized for their public service on leaving the Board.

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: SEPTEMBER 9, 1985

Last Revised: June 19, 2013; August 2014; September 2016; February 2017

Description:

1 A stipend shall be paid to members of the Board of Education as follows:

1.1 All Trustees will receive a base amount* that will be adjusted annually based on the Canadian Consumer Price Index (CPI) established in July of each year. (The base amounts and any further remuneration for each member of the Board of Education will be reflected in the SOFI Report and can be found on the School District #59 website);

1.2 The Vice Chair will receive \$1,000 annually in addition to the base amount;

1.3 The Chair shall receive \$2,000 annually in addition to the base amount;

1.4 The annual stipend shall be paid to each Board member in twelve equal installments. Remuneration shall commence the month immediately following an official school trustee election.

2 Reimbursement of Trustee Expenses:

2.1 To claim reimbursement for in-district or out-of-district costs, the Trustees will be required to file a completed "Travel Expenses" form supported by appropriate receipts or invoices for travel, accommodation, registration(s) and other out-of-pocket expenses necessarily incurred.

2.2 Transportation/Vehicle expenses will be paid to the lesser amount of:

2.2.1 Airfare (The calculation for airfare reimbursement shall be based on the best rate available at that time.);

2.2.2 Kilometric rate shall be equal to the current rate paid by the BCSTA;

2.2.3 The actual costs of taxis, rental cars, ferry charges, tips (up to 15%) etc. may be reimbursed. Receipts are required.

2.3 The per diem rate for out-of-district business is \$60/day for meals (\$15 for breakfast, \$20 for lunch and \$25 for dinner).

2.4 Other incidental expenses such as coat checks and gratuities will be reimbursed upon the submission of receipts.

2.5 The actual cost of the hotel/motel may be claimed. Receipts are required. Where accommodation costs are paid directly by the administration office, any charges for room service or personal telephone costs incurred by the Trustee will be payable by the Trustee.

2.6 Trustees may claim actual expenses for in-district travel which will be reimbursed upon presentation of receipts. A per diem will not be issued.

2.7 Trustees who use their private vehicle while on board business shall be reimbursed the cost differential in upgrading their private vehicle insurance from pleasure to business/work as required.

2.8 The Trustee expenses shall cover those expenditures incurred in the normal day-to-day business of the Board and which are part of the Board's normal expectations of all Trustees. The day-to-day business of the Board includes travel to and attendance at:

- 2.8.1 Board meetings;
- 2.8.2 Board committee meetings;
- 2.8.3 PAC meetings and school events;
- 2.8.4 Negotiation/arbitration seminars and meetings;
- 2.8.5 New trustee seminars;
- 2.8.6 Board delegations to the Ministry of Education;
- 2.8.7 Any other Board supported activity.

2.9 Administration of reimbursements will ensure the following:

- 2.9.1 To ensure that Trustee expenses are accounted for in the fiscal year in which they are incurred, claims must be submitted within 30 days after the close of the fiscal year. Claims submitted after the accounts are closed for audit purposes shall not be honoured;
- 2.9.2 All Trustee expense claims shall be reviewed by the Secretary-Treasurer, or in their absence, the Superintendent of Schools. Any expense claim that does not comply with the regulations will require Board approval for payment.

3 Benefits will be considered as follows:

3.1 Technology:

- 3.1.1 At the beginning of each term in office, Trustees will be provided with a new computer or i-pad, and cell phone or the option of using their personal cell phone with a reimbursement of a portion of their bill;
- 3.1.2 Use of the computer/i-pad will fit within the District Network Use Agreement;
- 3.1.3 The computers/i-pads remain the property of the school district unless the Trustee exercises his or her option to purchase the computer/i-pad at the end of their trustee relationship with SD 59. The original software with purchase will be included. Any software that is part of a district license will not be included.
 - 3.1.3.1 Cost of the computer/i-pad will be:
 - 1 year – 80% of original cost
 - 2 years – 50% of original cost

- 3 years – 25% of original cost
- 4 years – 15% of original cost

4 Personal Professional Development

4.1 Board of Education Trustees are able to access personal professional development opportunities as per the following guidelines:

- 4.1.1 That the personal professional activity is related to the duties of a Trustee as approved by the Professional Development Committee as guided by the categories in the BCSTA Learning Guide;
- 4.1.2 That the Trustee is expected to report back to the Board of Education on the activity;
- 4.1.3 The maximum cost of the activity including all allowable expenses will be \$1500.00 per year;
- 4.1.4 Trustees may carry over professional development funds from one year to the next to a maximum of \$2000.00.

5 Trustee Recognition

5.1 Trustees leaving the Board will be honoured by the Board at a dinner with the presentation of an appropriate gift, the value of which will be commensurate with the years of service.(1 term (4years) - gift value \$150.00
Plus \$50.00 for each additional term).