

2205 Trustee Remuneration, Benefits and Recognition

Policy 2205 STATUS: **Under Review**

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: November 9, 1981

Last Revised: June 19, 2013; March 12, 2020 (Combined 2200,2230,2231,2235)

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 individual professional development that benefits them in their role.
5. Trustees will be recognized for their public service on leaving the Board.
6. Additional compensation may be considered when Board members are required to undertake duties that are authorized by the Board and are within the scope of their role, but that result in a significant increase in responsibilities, availability, or time commitment beyond what is normally expected. See Regulation 2205 Section 6: Additional Duties and Extraordinary Circumstances Compensation Policy.

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: September 9, 1985

Last Revised: June 19, 2013; August 2014; September 2016; February 2017; March 12, 2020
(Combined 2200,2230,2231,2235); May 15, 2024

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. Whenever, possible and practical, car pooling will be used.
- 2.2 Travel expenses will be calculated as follows:
 - 2.2.1 Kilometers or airfare (The calculation for airfare reimbursement shall be based on the best rate available at that time, including transportation to and from the airport and parking);
 - 2.2.2 A kilometer rate that 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 18%) etc., will be reimbursed. In situations where 18% is not available, 20% would be acceptable; any amount higher needs to be approved by the secretary-treasurer. Receipts are required.

2.3 The per diem rate for out-of-district business is \$77/day for meals (\$17 for breakfast, \$22 for lunch and \$38 for dinner).

- 2.4 Other incidental expenses as approved by the Secretary-Treasurer will be reimbursed upon the submission of receipts.
- 2.5 The actual cost of the hotel/motel may be claimed. Receipts are required. 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 sessions and meetings;
 - 2.8.5 Board delegations;
 - 2.8.6 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 with the option of using their personal cell phone (with a reimbursement determined annually by the Secretary-Treasurer);
- 3.1.2 If an increased cost is incurred between the basic cost of internet at home and internet required to conduct trustee business at home, the district will reimburse the difference.
- 3.1.3 Use of the technology will fit within the District Network Use Agreement;
- 3.1.4 The technology provided at the beginning of each term, remains the property of the school district unless the Trustee exercises his or her option to purchase the computer/i-pad when they leave office of trustee

with SD 59. The original software with purchase will be included. Any software that is part of a district license will not be included.

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
- 5 years – 10% of original cost
- 6 years – 5% of original cost
- 7+ years – 0% of original cost

4 Individual Professional Development

4.1 Board of Education Trustees are able to access individual professional development opportunities as follows:

- 4.1.1 The individual professional activity must be related to the duties of a trustee and fall within at least one of the following guidelines:
 - Conference or Seminar;
 - Post Secondary Course and/or Program;
 - Professional Organization Course;
 - Resources;
- 4.1.2 Requests for individual professional development are to be submitted to the Board Chair for approval. If the Chair is to make a request, they will submit the request to the Vice Chair for approval;
- 4.1.3 An individual trustee may appeal in writing, a decision of the Chair or Vice Chair to the Board of Education;
- 4.1.4 The trustee is expected to submit a report to the Board of Education on the professional development activity;
- 4.1.5 Trustees will be allotted individual professional development funds in the amount of \$2000.00 per year;
- 4.1.6 Trustees may carry over professional development funds from one year to the next to a maximum of \$3000.00.

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 = gift value \$150.00, plus \$50.00 for each additional term).

6 Additional Duties and Extraordinary Circumstances Compensation Policy

6.1 The intent of this policy is not to compensate Board Members for the ordinary discharge of their duties, but to provide a mechanism for additional compensation where the Board has formally determined that extraordinary circumstances have resulted in a significant and sustained increase in a Board member's duties and time commitment.

- 6.2 This policy applies only where the additional duties:
- 6.2.1 Are authorized or directed by the Board and are within the lawful scope of the Board members responsibilities;
 - 6.2.2 Arise from circumstances that are exceptional, unforeseen, urgent or otherwise materially different from normal Board operations;
 - 6.2.3 Require a significant increase in the Board member's duties, responsibilities, availability or time commitment beyond the normal expectations of the position; and
 - 6.2.4 Are undertaken for the benefit of the organization and in furtherance of the Board responsibilities.
- 6.3 Where the Board determines that the requirements of this policy have been met, additional compensation will be authorized by the Board in conjunction with the Secretary-Treasurer in the form of:
- 6.3.1 A fixed additional honorarium;
 - 6.3.2 An hourly additional honorarium at a rate of \$25.00 per hour for eligible Trustee duties, based on the actual time spent performing such duties.
- 6.4 Compensation Limits:
- 6.4.1 Additional compensation payable to a Trustee under this policy shall not exceed \$300 per day.
 - 6.4.2 The total additional compensation payable to any Trustee under this policy shall not exceed \$1,500 per school year.