204 – Trustee Remuneration and Professional Development

Purpose

Trustees represent the public interest in public education, acting as liaison between the community and the education system. The Board recognizes the importance of the role of a school trustee and believes that it is a reasonable expectation for trustees to receive remuneration in recognition of service to the District. The Board also recognizes that Trustees must remain informed and must continue to upgrade their skills. The Board may include funds in the annual budget to cover Trustee expenses for attendance at provincial, national and international seminars, conferences, workshops or coursework, training, memberships or resources related to the work of a trustee.

Guidelines/Objectives

In accordance with the provisions of the School Act, a Board may authorize the payment of remuneration to the chair, vice chair and other trustees and authorize the payment of a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.

Process

1. Trustee Remuneration

1.1. Trustee remuneration shall be reviewed every four years using the BCSTA compensation survey results in the Spring of an election year. Such remuneration shall be adjusted to be equal to the average of five comparator districts based on student enrolment and shall be adjusted for the British Columbia CPI for that year. Any adjustment to remuneration shall be effective December 1st following the inauguration of the newly elected Board.

1.2. The current rate of remuneration for the Chair is $30,984.82, for the Vice-Chair is $29,237.02 and for each Trustee is $28,016.26.

1.3. Trustee remuneration is indexed to the cost of living each July using the Vancouver Consumer Price Index for the month of June.

2. Trustee Allowances

2.1 An allowance of $45.00 per month will be paid to Trustees to assist with the cost of home internet service.

2.2 Trustee remuneration and allowances as described in the School Act regulations shall be paid to Trustees on a monthly basis.

3. Trustee Expenses

3.1 Trustees who are required to use their own vehicles for Board business will be reimbursed on a per kilometer basis and shall be paid upon presentation of a claim. The per kilometer rate shall be the rate set out in 401.6AP-Trustee and Staff Travel. No Trustee shall receive mileage from home to the District Administration Centre to attend meetings.

3.2 Many conventions, conferences and seminars are held which are of interest and value to Trustees during their term of office. Actual costs for travel, accommodation, registration fees and incidental expenses such as parking shall be paid by the Board when a Trustee attends a conference, seminar or convention. Childcare expenses to a maximum of $50.00 per day shall also be paid by the Board upon submission of a receipt when a Trustee attends such a function. Any additional costs incurred for accessibility-related transportation and accommodation (e.g. barrier free accommodations) shall be paid by the Board. These additional costs shall not be charged against the individual Trustee's professional development allocation. The cost of meals not provided for in registration fees shall be reimbursed using the per diem rate set out in 401.6AP-Trustee and Staff Travel.

3.3 Trustees shall be expected to file an expense report on return for amounts not paid directly by the Board for accommodation, transportation, mileage, registration fees, meals, incidental expenses and childcare costs. With the exception of meals and mileage Trustees shall be expected to provide receipts for all expenses incurred whether paid directly by the Board or paid by the individual Trustee.

3.4 For travel outside Canada, the per diem rate may be adjusted to more accurately reflect the cost of living in the area traveled. Costs of exchanging currency may also be claimed.

4. Professional Development and Board Expenses

4.1 Annually during the budget process, the Board shall establish an amount within the budget to cover expenses incurred by Trustees related to their attendance at meetings, seminars and conventions. The budget designated by the Board for Trustee expenses shall be divided into two categories as follows:

Trustee Personal Development Funds

4.1.1 Sufficient funds shall be set annually to allow an individual Trustee at his/her discretion to participate in conferences, meetings and seminars or coursework, training, memberships or resources which provide personal development related to the work of a trustee. This is to be set as an equal amount for each Trustee. A Trustee shall not exceed his/her allowance without express approval of the Board nor shall the Superintendent or designate make advancements or borrow from other Trustee's accounts without express approval of the Board.

4.1.2 Any individual trustee budget surplus approved in advance by the Chair, will be carried forward to the following budget year. All deficits are to be completely recovered from the following year's budget.

Board Related Expense Activity

4.1.3 Sufficient funds shall be set annually to cover expenses where normally all Trustees participate, such as BCSTA and BCPSEA meetings, Board Retreats, and meetings such as with Ministry of Education. The budget is set as a global amount from which funds are to be withdrawn and accounted for individual Trustees based upon participation in an event. For election years the budget shall be increased to allow for additional activities such as attendance at New Trustee Academies.

4.1.4 Trustees shall submit an annual report for expenses associated with personal development funds.

Administrative Procedures related to this Policy may include: 401.6AP-Trustee and Staff Travel

Legal References:	*Section 71 School Act*
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