

POLICY 107: BOARD OF EDUCATION – TRUSTEE STIPEND, RESOURCES AND EXPENSES

ADMINISTRATIVE PROCEDURES

Payment of Stipend

The work of Trustees in exercising their duties is recognized by payment of a stipend. The stipend is an allowance for expenses incurred by Trustees in the discharge of their duties and is taxable income under the *Income Tax Act*. The allowance is expected to cover all in-district travel: to Board meetings, school district events and functions and to liaison schools; additional vehicle insurance; local telephone calls, cell phone and monthly plans and internet connection.

The stipend is paid to Trustees on a monthly basis over 12 months. The stipend will be prorated when a Trustee is elected through a by-election, the stipend is earned once their oath of office is completed. The stipend will also be prorated when a Trustee resigns, which is effective when their resignation is submitted.

The Trustee Stipend will be voted on by the Board of Education as part of the annual budget process. The Trustee Stipend will be presented as a separate motion with different rates for Chair, Vice Chair and Trustee.

Provision of Resources

The Board of Education believes that all Trustees require resources to effectively assist them in carrying out their duties and will provide such resources to Trustees during their term in office. These resources may include a standard tablet and peripherals (such as a keyboard, mouse and stand), school district e-mail service, business cards and lapel pin. Resources provided by the school district must be returned to the Board at the end of their term.

Travel Expenses

Trustees will be reimbursed travel expenses on the same basis as employees consistent with the Board of Education policy and Canada Revenue Agency mileage per diem rates. Trustees may apply for a travel advance to cover out of pocket costs, which are later accounted for through their expense claim.

- **Expense Claims**

Trustees should submit expense claims on a regular basis and at least annually before June 30 of each fiscal year to ensure expenses are recorded in the same fiscal year in which expenses occurred. Where a Trustee, as a representative of the Board of Education, incurs reasonable travelling and living expenses in attending meetings in the Lower Mainland area, the Board of Education will authorize the payment of these expenses.

- **Expenses Paid by Outside Organizations**

When a Trustee, as a representative of the Board, incurs expenses as a result of carrying out duties assigned by that organization or committee, these expenses shall be borne by that organization or committee.

Trustees representing the Board of Education at provincial meetings of the BCSTA Provincial Council or the BC Public Schools Employers' Association Representative Council or serving on Ministry of Education committees will be reimbursed by those organizations in accordance with their expense policies.

Professional Development

In order for Trustees to fulfill their role, Trustees may request reimbursement for professional development opportunities including:

- (a) Access to educational publications such as books, journals and newsletters;
- (b) Participation in conferences, workshops and in-service activities at the local, provincial and national levels:
 - Trustees may choose to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that will contribute to their growth as a School Trustee. Professional development should reflect the goals of the Board as well as the needs of the individual. Materials and information acquired should be shared with all members of the Board.

Conferences and programs may include those where:

- Representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters. Examples include the annual general meetings of the B.C. School Trustees' Association (BCSTA), and the BC Council for Leadership in Education (BCCLEA). This would include specially called conferences, at which the Board should be represented as issues arise.
- Conferences and training workshop programs aimed at the dissemination of information intended to assist locally-elected representatives of educational systems to meet their responsibilities and duties. Examples would include BCSTA Academies and annual regional Trustee education programs.

Financial Reporting and Disclosure

A schedule of remuneration and expenses paid to Trustees is published annually in the school district Statement of Financial Information.