

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #B-04

BOARD MEMBER EXPENSES

[BOARD MINUTE #03-97, Page 4]
Revised [BOARD MINUTE #12-04, Page 3]

The Chignecto-Central Regional School Board believes that Board Members are entitled to recover all reasonable expenses incurred for professional development and in discharging their responsibilities as members.

Accordingly, the Board recognizes its obligation to reasonably reimburse each Board Member for such expenses.

To this end, the Board has prepared procedures and guidelines to implement this Board policy.

BOARD MEMBER EXPENSES

POLICY #B-04

ADMINISTRATIVE PROCEDURES

Authorization These Administrative Procedures have been authorized by the **Chignecto-Central Regional School Board**.

Scope Policy #B-04 and these Administrative Procedures **apply to all members of the Chignecto-Central Regional School Board**.

Responsibility It is the responsibility of the **Director of Financial Services** to ensure that Policy #B-04 and these Administrative Procedures are implemented.

Procedures

1. **Meal Allowance**

Board Members traveling on Board business to an event that requires them to be away from home for a full day are eligible to claim up to \$38 per day for meals (excluding alcoholic beverages).

If a Board Member is required to be away from home on Board business for part or all of a day, s/he may claim without receipts:

\$ 6.00	Breakfast
\$ 12.00	Lunch
\$ 20.00	Dinner

Meals costing in excess of this guideline must be supported by receipts along with a reasonable explanation, if so requested, by the Board Chair.

Meals provided cannot be claimed.

2. **Metrage**

Metrage can be claimed for travel within the Chignecto-Central Regional School Board to cover actual kilometrage expenses incurred by a Board Member for attendance at meetings or events of the Board or its Committees; such metrage to be calculated from regular place of residence/business to place of meeting and return.

Members may claim metrage for travel outside the Region when attending meetings, at the Board's request, as representatives of the Chignecto-Central Regional School Board.

The metrage rate is as per Provincial Guidelines.

3. Accommodation When Attending Board or Committee Meetings

In case of inclement weather or an emergency, Board Members may claim for overnight accommodation when attending Board and/or Committee meetings.

All claims are to be supported by receipts.

4. Reimbursement for Telephone Calls

Board Members can claim a maximum of \$150.00 per year for such calls related to Board business. Claims must be supported by documentation and may be submitted monthly or annually.

5. Computer Equipment and Internet Connectivity

Board Members are entitled, on a "loan" basis, to Board-owned computer hardware, software, and peripherals – and also to Internet access* – required for the carrying out of their responsibilities and to ensure effective communication.

* *[The Board will reimburse the Board Member for 50% of the costs of this service (to a maximum of \$25 per month) - Minute 06-03, page 12.]*

6. Professional Development

Board Members are encouraged and entitled to receive professional development in enhancing their effectiveness as education governors. Expenses incurred for such development will be consistent with these procedures and with the *Guidelines for Professional Development* appended to these procedures.

7. Approval

Claims for expenses related to this policy are to be submitted to the Board Secretary for the Board Chair's review and approval at least twice annually (*by March 31st and October 31st*).

Cheques in payment of approved expenses will be mailed to Board Members by Financial Services on a bi-weekly basis, provided that approved claims with any supporting documentation have been received by Financial Services on or before the Friday preceding the bi-weekly cheque run.

Guidelines For Professional Development

1. Within the budget allocations provided, each Board Member is entitled to attend any of the following professional development events subject to sufficient funds within the member's budget allocation.

For the purpose of these guidelines, "professional development events" for Board Members shall mean in-services, workshops, courses, conferences and annual meetings of school board and other educational agencies.

2. In accordance with the "Report on Stipends and Expenses Reimbursement for School Board Members", each year the Board shall budget amounts for attendance at such professional development events so as to provide:
 - a) an allocation for each Board Member, and
 - b) a supplementary allotment fund to be administered by **the Chair and Vice-Chair**.
3. The Chair and Vice-Chair shall have the Director of Financial Services prepare an annual report detailing all expenditures made from the Supplementary Allotment fund for the Board's approval.
 - a) Unused portions of each member's allocation as of March 31st will be transferred to the supplementary allotment fund;
 - b) Unused allocations **cannot** be carried forward from one electoral term to another. If there are any funds left at the end of the Board's term, they are transferred to the Board's general fund.
4. Members shall be registered for professional development events and their reservations for accommodations shall be made through the Board's Executive Secretary, who shall advise the Director of Financial Services so that required expenditures for same may be authorized within the appropriate allocations. Registration fees and hotel accommodations charges are direct-billed to the Board whenever possible.
5. Prepayment of expenses re: a particular professional development event shall be received by the member provided a written request is given to the Financial Services Department at least 2 weeks prior to departure for the event. All advances are accountable and shall be recorded on an expense claim and submitted to the Financial Services Department subsequent to returning from the event.
6. Members attending professional development events (other than the orientation and annual meetings of the NSSBA) shall report briefly to a regular Board meeting, or Standing Committee meeting, regarding the content of the sessions attended.

7. Attendance at the *NSSBA New Board Members' Orientation Workshop* is open to all members and shall be provided through the supplementary allotment fund.
8. Attendance at the *NSSBA Annual General Meeting* is open to all members and shall be provided through the supplementary allotment fund.
9. Any Board Member requiring additional funds beyond the regular allocation to attend any professional development event may apply to be subsidized through the supplementary allotment fund.
10. Any Board Member may annually apply to attend a major national conference to be subsidized through the supplementary allotment fund. **The Chair and Vice-Chair**, shall consider the following in making their determinations:
 - a) Prior year amounts transferred to the current supplementary allotment fund by Board members (preference to be given to those members who have unutilized contributions in the fund).
 - b) Subject matter of the conference.
 - c) Relevance to the Board/Board Members.
 - d) Linkage to the Board's strategic priorities.
11. **The Chair and Vice-Chair** may request that an individual Board Member attend an event to ensure that the Board is represented. In such case, the costs associated with this event are to be charged to the supplementary allotment fund.
12. By the way of Board approval, the Chair and Vice-Chair may request that a specific conference or event be funded through the supplementary allotment fund where they deem it would be beneficial for a number of Board members to attend.