

Appendix B
Policy 8 – Board Operations
SCHEDULE OF REMUNERATION AND EXPENSE ALLOWANCES

Remuneration

1. Remuneration shall be adjusted annually, effective September 1st of each year, by the annual provincial change in the Saskatchewan Consumer Price Index (CPI).
2. Annual remuneration shall be:
 - 2.1. \$29,800.00 for the Board Chair effective September 1, 2016
\$32,800.00 for the Board Chair effective January 1, 2019
 - 2.2. \$30,510.00 for the Deputy Chair effective January 1, 2019
 - 2.3. \$25,220.00 for Trustees effective September 1, 2016
\$28,220.00 for Trustees effective January 1, 2019
3. The Board Chair and Trustees shall be paid on a semi-monthly basis for the periods of January to June and September to December of each year.
4. In the event that the Deputy Chair is required to chair a meeting, the Deputy Chair will receive the per diem as listed below. In the event that the Chair and Deputy Chair are absent, the Trustee designated to chair the meeting will receive the Chair per diem of:
 - 4.1. \$126.95 effective September 1, 2016
\$142.05 effective January 1, 2019
5. Trustees shall receive the following per diem for travel to and from, and attendance at in and out-of-province Board business:
 - 5.1. \$236.65 for Trustees effective September 1, 2016

Effective January 1, 2019 the per diem shall be the same as the Executive per diem (\$260.00) paid to the Saskatchewan School Board Association.

Such per diems are capped at \$2,600.00 per fiscal year. In-province per diems apply to Board Business outside of the City of Regina.
6. Trustees shall receive the following per diem for the attendance at Linkage and Committee meetings.
 - 6.1. \$100.00 for Trustees effective January 1, 2019

Such per diems are capped at \$2,500.00 per fiscal year.
7. Regular attendance by Trustees at Board meetings and Board-related functions is expected. The Board shall be represented at all functions by Trustees on a rotating basis, except for functions where the Chair in their opinion must attend. Trustees are responsible for self-

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regulation and control. When and if a Trustee is deemed negligent in their responsibilities, the Board will review the matter and decide on a course of action.

8. Trustees shall file quarterly activity reports with the Director of Education or designate, specifying events and activities attended. The reporting periods shall be September to November, December to February, March to May, and June to August. Activity Reports shall be placed on the school division's web site.

Travel and Conferences/Professional Development

9. Effective September 1, 2016 a budgetary allocation shall be made to enable Trustees to keep abreast of local, provincial, national, and international developments in education; the allocation to be on the basis of \$5,500.00 for each Trustee and \$8,000.00 for the Board Chair. When a member is disabled to the extent that they must be accompanied by an assistant, the expense occasioned by the assistant shall be recognized as an expense of the Board. Excluded from the allocation are expenses incurred for attending the Annual General Meeting of both the Saskatchewan Catholic School Board Association (SCSBA) and the Saskatchewan School Board Association (SSBA).

In the year of Trustee elections, any over-expenditures from the previous fiscal year shall be deducted from the Trustee's September and/or October remuneration payment(s).

10. Trustees shall be reimbursed for the actual cost of travel and accommodation when on Board related business, except when such activities are held in Regina.
11. Effective January 1, 2019 Expense Allowances are in accordance with the allowances as established by the Saskatchewan School Boards Association.

11.1. Hotel Accommodation

Actual costs supported by a receipt. Trustees will be required to stay, wherever possible at hotels that have corporate rates established with the school division. Trustees not requiring hotel accommodation will be entitled to an allowance of \$25.00 per day.

11.2. Travel

Travel rates paid to Trustees shall be 39 cents per kilometre.

11.3. Meals

A maximum of \$50.00 per day where meals are not provided by the conference. Meals are reimbursed at \$10.00-Breakfast; \$15.00-Lunch; \$25.00-Dinner.

11.4. Incidental Expenses

A maximum of \$10.00 per day for all charges such as gratuities and taxis, without receipts.

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11.5. Registration

Actual expenses supported by receipts.

11.6. Expense Allowance Review

Effective January 1, 2019, Expense Allowances are subject to bi-annual review.

Where necessary, expenses will be paid for a total of two (2) days for travel to and from a convention or related function.

12. The above amounts shall be in U.S. currency when the conference is taking place in the United States.
13. Trustees attending Board related activities outside of Regina shall file with the Chair of the Board an itemized account indicating the activity attended, location of the activity, the date of the activity, the days in attendance and the expenses incurred.
14. Procedures are to be such that administration is not placed in a judgmental position when processing expense allowance reimbursements. The Chair is expected to review and approve reimbursement claims made by the Trustees. The Deputy Chair is expected to review and approve reimbursement claims made by the Chair. Exceptions to this Policy shall be approved by the Board.
15. Quarterly monitoring reports shall be provided by administration for items (4), (5), (6) and (9) above.

Recognition of Outgoing Trustees

16. The following sliding scale shall be used to purchase gifts to honor past Trustees:

\$150.00	1-6 years of service
\$250.00	7-12 years of service
\$350.00	13-18 years of service
\$550.00	19 and over years of service

17. Effective January 1, 2019 Trustees will conduct a full review of Appendix B every five (5) years.