

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

1. **Remuneration** Annual remuneration shall be reviewed and adjusted September 1st of each year based on Saskatchewan's Canada Price Index (CPI) at June 30th each year with a cap of 4.0%.
 - 1.1. Effective September 1, 2024, an increase of 1.4% will be applied based on the SK's CPI rate at June 30, 2024.
2. Annual remuneration shall be:
 - 2.1. \$36,137 for the Board Chair effective September 1, 2023
\$36,644 for the Board Chair effective September 1, 2024
 - 2.2. \$33,614 for the Deputy Chair effective September 1, 2023
\$34,084 for the Deputy Chair effective September 1, 2024
 - 2.3. \$31,091 for Trustees effective September 1, 2023
\$31,527 for Trustees effective September 1, 2024
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 Public meeting, the Deputy Chair will receive the per diem as listed below. If the Chair and Deputy Chair are absent, the Trustee designated to chair the meeting will receive the Chair per diem of:
 - 4.1. \$157 effective September 1, 2023
\$159 effective September 1, 2024

Per Diem Allowances

5. Per Diem Allowances are in accordance with allowances established by the SSBA (Executive Expenses) or as noted below. Trustees shall receive the following per diem of:
 - 5.1. \$260 per day for travel and in-person attendance at in-province and out of province Board Business including any Board meetings deemed necessary in July and August.
 - 5.2. \$25 per hour (prorated for half hour increments) for virtual or phone call attendance at meetings and/or conferences.
6. Such per diems are capped at \$2,600 per fiscal year. In-province per diems apply to Board Business outside of the City of Regina. If the maximum per diem has been expended, Trustees may access their remaining professional development funds.
7. Trustees shall receive the following per diem for attendance at Linkage and Committee meetings.
 - 7.1. \$111 for Trustees effective September 1, 2023
\$112 for Trustees effective September 1, 2024

Such per diems are capped at **\$2,805** (25 meetings) per fiscal year.

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8. To facilitate Board business, Trustees may either elect to receive a cell phone and service plan directly paid for by the Division or Trustees may elect to receive a maximum monthly allowance of \$60 for the use of personal cell phones and service.
9. 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-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.
10. 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

11. 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 \$5,500 for each Trustee and \$8,000 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).

12. 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.

Expense Allowances

13. Expense Allowances are in accordance with allowances as established by the SSBA (Executive Expense) or as noted below.

- 13.1. 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 \$35 per day.

- 13.2. Travel

Travel rates paid to Trustees shall be paid at the rate established by the SSBA.

- 13.3. Meals

A maximum of \$55 per day where meals are not provided by the conference. Meals are reimbursed at \$12-Breakfast; \$18-Lunch; \$25-Dinner.

- 13.4. Incidental Expenses

A maximum of \$10 per day for all charges such as gratuities and taxis, without receipts.

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- 13.5. Registration
Actual expenses supported by receipts.
- 13.6. Expense Allowance Review
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.

14. The above amounts shall be in U.S. currency when the conference is taking place in the United States.
15. 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.
16. 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.
17. Quarterly monitoring reports shall be provided by Executive Council reporting on the Governance Budget and Trustee Remuneration and Expenses for items (2) (4), (5), (6), (7) and (11) above.

Recognition of Outgoing Trustees

18. In recognition of years of services for out-going Trustees, non-monetary gifts will be purchased according to the following scale:

\$150	1-6 years of service
\$250	7-12 years of service
\$350	13-18 years of service
\$550	19 and over years of service

19. Trustees will conduct a full review of Appendix B every five (5) years.