

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, 2025, an increase of 1.7% will be applied based on the Saskatchewan's CPI rate at June 30, 2025.
2. Annual remuneration shall be:
 - 2.1. \$36,644 for the Board Chair effective September 1, 2024
\$37,267 for the Board Chair effective September 1, 2025
 - 2.2. \$34,084 for the Deputy Chair effective September 1, 2024
\$34,663 for the Deputy Chair effective September 1, 2025
 - 2.3. \$31,527 for Trustees effective September 1, 2024
\$32,063 for Trustees effective September 1, 2025
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. \$159 effective September 1, 2024
\$162 effective September 1, 2025

Per Diem Allowances

5. Per Diem Allowances apply to Board business and 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 (more than four (4) hours) for travel and in-person attendance at meetings and/or conferences for Board business including any Board meetings deemed necessary in July and August.
 - 5.2. \$130 per in-person meeting and/or conference (less than or equal to four (4) hours).
 - 5.3. \$25 per hour (prorated for half hour increments) for virtual or phone call attendance at meetings and/or conferences.
 - 5.4. Such per diems are capped at \$2,600 per fiscal year. If the maximum per diem has been expended, Trustees may access their remaining professional development funds.
6. Trustees shall receive the following per diem for attendance at Linkage and Committee meetings.
 - 6.1. \$112 for Trustees effective September 1, 2024
\$114 for Trustees effective September 1, 2025

Such per diem is capped at **\$2,850** (25 meetings) per fiscal year.

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7. 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.
8. 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.
9. 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

10. 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-expenditure from the previous fiscal year shall be deducted from the Trustee's September and/or October remuneration payment(s).

11. 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

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

- 12.1. Hotel Accommodation

Actual costs are 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 \$50 per day.

- 12.2. Travel

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

- 12.3. Meals

A maximum of \$65 per day where meals are not provided by the conference. Meals are reimbursed at \$15-Breakfast; \$20-Lunch; \$30-Dinner.

- 12.4. Incidental Expenses

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

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- 12.5. Registration
Actual expenses supported by receipts.
- 12.6. 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.

- 13. The above amounts shall be in U.S. currency when the conference is taking place in the United States.
- 14. 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.
- 15. 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.
- 16. 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 (10) above.

Recognition of Outgoing Trustees

- 17. 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
\$475	19 and over years of service

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

Appendix C

Policy 8 – Board Operations

ELECTRONIC MEETINGS

The Board has created policy to guide the use of electronics for the holding of meetings of the Board and/or Committees/Linkage of the Board. All provisions in the legislation regarding In-camera meetings and conflict of interest will apply to electronic meetings (hybrid) of the Board and/or its Committees/Linkage meetings.

The Board recognizes the necessity of providing Trustees with the ability to participate in all meetings arranged by the Board that require representative attendance and participation. The use of electronics is recognized as being a legitimate means of conducting business of the Board. The provision of electronics is intended to allow for the participation of Board members in meetings where extenuating circumstances make it impossible for the Board member to physically attend.

In special circumstances, with the approval of the Board, electronic meetings of the Board may be necessary to provide for a more efficient use of time and productive resources in circumstances where time and/or availability of Trustees and/or staff make it a better means of conducting a Board or Committee/Linkage meeting.

Process

1. At the request of a Trustee, in situations where it is not possible for the Trustee to attend regularly scheduled or special meetings of the Board or Committee/Linkage of the Board, the Board shall provide the electronic means for Trustees to participate in the meeting of the Board or its Committee(s).
2. Electronic participation in Board or Committee meetings shall comply with *The Education Act and Regulations*.
3. A Trustee who participates in a meeting by electronic means shall be considered present at the meeting, subject to such conditions or limitations that may be provided for in *The Education Act and/or Regulations*.
4. Electronic meetings of the Board are intended to allow for extenuating circumstances rather than to replace regularly scheduled meetings.
5. All rules pertaining to in-person member, Board or Committee/Linkage meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.
6. All meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
7. All provisions and policy related to in-camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board or Committees.
8. At no time will meeting participants record any portion of the meeting without prior consent of the Board. The only exception to this is any recording made by the Senior Executive Assistant or approved designate for the purpose of minute taking. Any such recording must be destroyed once the official minutes of the meeting have been approved.
9. In no circumstance are discussions in the "chat" function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.
 - 9.1. The Chair of the Board or Committee will be the chair of the meeting.

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- 9.2. Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- 9.3. The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- 9.4. The meeting will be administered in such a way that the rules governing conflict of interest are complied with.
- 9.5. The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and in-camera meetings. This may mean using separate connections and log-ins for scheduled in camera/executive sessions.
- 9.6. Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- 9.7. Participants will identify themselves before speaking in order to assist the Senior Executive Assistant or designate in recording the minutes.
- 9.8. Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- 9.9. All meeting participants will be provided with the agenda and meeting package prior to the meeting for reference during the electronic meeting.
- 9.10. Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - When a vote is called, opposition to the motion is called first.
 - If no one is opposed, the motion is considered carried.
 - If there is opposition, a roll call vote is held, and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.
 - The Chair will make the decision as to whether the motion was carried or defeated.
 - When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.
- 9.11. To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless recognized by the Chair.
- 9.12. Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor. Members, Boards and Committees meet and have authority only as a collective with due order.