

**DATE:** December 15, 2015

**TO:** Board of Trustees

**FROM:** Michael Janz, Board Chair

**SUBJECT:** Board Chair Discretionary Expense Allowance Report 2014-2015

**ORIGINATOR:** Dr. Sandra Stoddard, Executive Director Governance, Strategic Services and Support for Schools

**REFERENCE:** [Trustees' Handbook](#) – Section 11.5 Board Chair Discretionary Allowance

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### ISSUE

In accordance with the Board's procedures, the Board Chair is granted an annual discretionary expense allowance for expenses incurred related to the role of Board Chair. The Board Chair is required to provide a written annual report outlining the nature and purpose of expenses incurred under the Board Chair Discretionary Expense Allowance.

### BACKGROUND

On September 14, 2010 the Board approved granting the Board Chair an annual discretionary expense allowance of \$2,153.80 to cover expenses incurred related to the role of Board Chair. These funds were allocated to support additional business that may arise from the duties associated with the Board Chair position. As per the Trustees' Handbook, any unused portion from the previous year is not be carried forward into the following school year. All expenses from the Board Chair's discretionary allowance are required to be signed off by the Board Vice-Chair prior to reimbursement.

### CURRENT SITUATION

Due to the fact that two Board Chairs served during the 2014-2015 school year, two charts summarizing expenses incurred by Board Chair Hoffman (Attachment I) and Board Chair Janz (Attachment II) are provided.

### KEY POINTS

- There were a total of 2 transactions incurred by Board Chair Hoffman for the period September 1, 2014 to January 19, 2015 amounting to \$95.
- There was one transaction that was incurred by Board Chair Janz for the period January 20, 2015 to August 31, 2015 amounting to \$20.
- The ending balance for the Board Chair discretionary allowance for 2014-2015 was \$2,038.80. In accordance with the Trustees' Handbook, the unused portion of the Board Chair Discretionary Allowance was not carried into 2015-2016 school year.

### ATTACHMENTS & APPENDICES

ATTACHMENT I – Board Chair Hoffman Discretionary Expense Allowance 2014-2015

ATTACHMENT II - Board Chair Janz Discretionary Expense Allowance 2015

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BOARD CHAIR HOFFMAN DISCRETIONARY EXPENSE ALLOWANCE 2014-2015				
Expense Summary for the Period September 1, 2014 to January 19, 2015				
			<b>Opening Balance:</b>	<b>\$ 2,153.80</b>
<b>Date of Expense</b>	<b>Vendor/Location</b>	<b>Purpose</b>	<b>Amount</b>	<b>Balance</b>
26-Sep-14	Women's Legal Education and Action Fund (LEAF)	Ticket for Board Chair Hoffman and student guest to attend Edmonton 2014 <i>Persons Day</i> Breakfast	75	\$ 2,078.80
28-Oct-14	Women's Legal Education and Action Fund (LEAF)	Additional ticket for low-income person to attend Edmonton 2014 <i>Persons Day</i> Breakfast with Board Chair Hoffman and student guest	20	\$ 2,058.80
			<b>Closing Balance:</b>	<b>\$ 2,058.80</b>

<b>BOARD CHAIR JANZ DISCRETIONARY EXPENSE ALLOWANCE 2015</b>				
<b>Expense Summary for the Period January 20, 2015 to August 31, 2015</b>				
			<b>Opening Balance:</b>	<b>\$ 2,058.80</b>
<b>Date of Expense</b>	<b>Vendor/Location</b>	<b>Purpose</b>	<b>Amount</b>	<b>Balance</b>
27-Mar-15	Public Interest Alberta	Attend Keynote Speaker - Avi Lewis	20	\$ 2,038.80
			<b>Closing Balance:</b>	<b>\$ 2,038.80</b>