

DATE: December 13, 2016

TO: Board of Trustees

FROM: Michael Janz, Board Chair

SUBJECT: Board Chair Discretionary Expense Allowance Report 2015-2016

ORIGINATOR: Karen Mills, Director, Board and Superintendent Relations

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

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 to 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

A report of the expenses incurred under the Board Chair's discretionary allowance for the period of November 2015 to September 2016 is attached (Attachment I).

KEY POINTS

- There were a total of four transactions incurred by Board Chair Janz for the period of November 2015 to September 2016 amounting to \$935.51.
- The ending balance for the Board Chair discretionary allowance for 2015-2016 was \$1,218.29. In accordance with the Trustees' Handbook, the unused portion of the Board Chair Discretionary Allowance was not carried into 2016-2017 school year.

ATTACHMENTS & APPENDICES

ATTACHMENT I Board Chair Janz Discretionary Expense Allowance 2016

KM:sj

BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE
Expense Summary from November 2015 – September 2016
Date: November 15, 2016

Date of Expense	Vendor/Location	Purpose	Amount	Balance
			Opening Balance:	2,153.80
September 14, 2016	ASBA Zone 2/3	Weaving Partnerships	262.50	1,891.30
August 18, 2016	Zocalo	Flowers for Trustee Adams	78.75	1,812.55
May 13, 2016	Amazon	*9 books for each Ward	514.26	1,298.29
February 18, 2016	United Way of Alberta	32 nd Annual Labour Appreciation Night	80.00	1,218.29
			Closing Balance:	1,218.29

*Visible Learning and the Science of How We Learn