

DATE: December 19, 2017

TO: Board of Trustees

FROM: Michelle Draper, Board Chair

SUBJECT: Board Chair Discretionary Expense Allowance Report 2016-2017

ORIGINATOR: Karen Mills, Director, Board and Superintendent Relations

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

ISSUE

In accordance with Section 11.5 of the Trustees' Handbook, 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

Effective October 22, 2013, 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.

Trustee Janz resigned as Board Chair effective February 28, 2017. Trustee Draper was elected Board Chair at the February 28, 2017 Board meeting.

CURRENT SITUATION

A report of the expenses incurred under the Board Chair's discretionary allowance for the period of November 2016 to September 2017 is attached (Attachment I).

KEY POINTS

- There were three transactions incurred by Board Chairs Janz and Draper between November 2016 and September 2017, amounting to \$1,681.58.
- The ending balance for the Board Chair discretionary allowance for 2016-2017 was \$472.22. In accordance with the Trustees' Handbook, the unused portion of the Board Chair Discretionary Allowance was not carried into the 2017-2018 school year.

ATTACHMENTS and APPENDICES

ATTACHMENT I Board Chair Draper Discretionary Expense Allowance 2017

KM:sj

BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE

Expense Summary from November 2016 – September 2017

Date: December 19, 2017

Opening Balance: \$2,153.80

Date of Expense	Vendor/Location	Purpose	Amount	Balance
Nov 1, 2016	Reimbursement to RAM	Flight for Roberta MacAdam's granddaughter to attend official school grand opening	1270.00	883.80
Feb 17, 2017	Zocala Gallery Inc.	Flowers for Michael Janz on the birth of his child	92.03	791.77
Mar 2, 2017	Dr. MA Armour (Sinimol Mathai)	Gift for Dr. Armour (school opening)	319.55	472.22

Closing Balance: \$472.22