

DATE: November 9, 2021

TO: Board of Trustees

FROM: Trisha Estabrooks, Board Chair

SUBJECT: Board Chair Discretionary Expense Allowance Report for 2020-2021

ORIGINATOR: Karen Mills, Director of 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 the 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.

CURRENT SITUATION

When setting the 2020-2021 budget, the Board voluntarily set caps on their spending in support of the budget reductions being faced by Central units and schools. They set the maximum expenditure amount for the Board Chair Discretionary Expense Allowance at \$500.00. A report of the expenses incurred under the Board Chair's discretionary allowance for the period of September 2020 – August 2021 confirms that, in fact, no transactions were made from this account.

KEY POINTS

- The opening balance for the Board Chair discretionary allowance was voluntarily reduced by the Board from \$2,153.80 to \$500.00 for the year. No unused portion from the previous year was carried forward into the 2020-2021 year.
- There were no funds used from this account by the Board Chair between September 2020 and August 2021.

KM:mj