

**DATE:** November 5, 2024

**TO:** Board of Trustees

**FROM:** Board Chair Julie Kusiek

**SUBJECT:** Board Chair Discretionary Expense Allowance Report for 2023-2024

**ORIGINATOR:** Karen Mills, Director of Board and Superintendent Relations

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

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**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.

**CURRENT SITUATION**

The Board Chair expensed three items to the Board Chair Discretionary account. The total expenditure was \$439.75. None of the unused portion was carried over into the current year.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Expense Summary from September 1, 2023 - August 31, 2024

JK:km

**BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE**

Expense Summary from September 1, 2023 - August 31, 2024

<b>Date processed</b>	<b>Vendor</b>	<b>Expense Details</b>	<b>Amount</b>	<b>Balance</b>
<b>OPENING BALANCE</b>				<b>\$2,153.80</b>
March 1/24	n/a	Mileage for Provincial School Infrastructure Announcement in Calgary	\$316.01	
June 4/24	The Nash	Lunch in Calgary CCSD Board Chair following Infrastructure announcement	\$60.39	
July 29/24	Bloomex	Condolence flowers for passing of CCSD Trustee	\$63.35	
Total expenses			\$439.75	
<b>CLOSING BALANCE</b>				<b>\$1714.05</b>