



# NORTHLAND SCHOOL DIVISION NO. 61

## SPECIAL BOARD MEETING NO. 17 – 14

### AGENDA

Date/Time: October 25, 2017 – 5:00 p.m.  
Location: Divisional Office – Peace River, AB

Page No.

#### A. CALL TO ORDER

#### B. GENERAL BUSINESS

1. Waiver ..... 2
2. Policy 7, Appendix – Schedule of Rates (1<sup>st</sup> and 2<sup>nd</sup> and 3<sup>rd</sup> Reading)..... 3

#### C. ADJOURNMENT



NORTHLAND SCHOOL DIVISION NO. 61  
**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** October 25, 2017  
**SUBMITTED BY:** Trudy Rasmuson, Secretary-Treasurer  
**SUBJECT:** Waiver  
**ORIGINATOR:** Administration  
**REFERENCE(S) & ATTACHMENTS:** Section 67 (4) School Act

**RECOMMENDATION:**  
**THAT the Board of Trustees waive Section 67 (4) of the School Act.**

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**BACKGROUND:**  
Section 67 of the School Act states:  
  
67(1) A special meeting of a board may be called by (a) the chair of the board, (b) a majority of the trustees, or (c) the Minister, after written notice has been given to each trustee in accordance with subsection (2). (2) A notice of a special meeting shall state (a) the date, time and place of the special meeting, and (b) the nature of the business to be transacted at the special meeting. (3) The notice of the special meeting shall be (a) sent by registered mail to each trustee at least 7 days before the date of the meeting, or (b) personally served at least 2 days before the date of the meeting on (i) the trustee, or (ii) a responsible person at the trustee’s residence. (4) Notwithstanding subsections (1) to (3), a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of subsections (1) to (3).

**RISK ANALYSIS:**



NORTHLAND SCHOOL DIVISION NO. 61

# ADMINISTRATION RECOMMENDATION TO THE BOARD

**TO:** THE BOARD OF TRUSTEES **DATE:** October 25, 2017

**SUBMITTED BY:** Trudy Rasmuson, Secretary - Treasurer

**SUBJECT:** Policy 7, Appendix A - Schedule of Rates

**ORIGINATOR:** Administration

**REFERENCE(S) & ATTACHMENTS:** Policy 10, Section 6

**RECOMMENDATION:**

**THAT the Board of Trustees approve first reading of Policy 7, Appendix A Schedule of Rates as attached.**

**THAT the Board of Trustees approve second reading of Policy 7, Appendix A Schedule of Rates as attached.**

**THAT the Board of Trustees approve third and final reading of Policy 7, Appendix A Schedule of Rates as attached.**

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**BACKGROUND:**

Based on the recently received 2017-2018 ASBA Trustee Compensation Report the remuneration rates for the board of trustees were reviewed and adjusted to be more in line with averages and the additional geographic responsibilities of the trustees.

**RISK ANALYSIS:**

Incumbent upon the Board working with the trustees and administration to monitor meeting expenses and number of meetings to ensure that they stay within the Board budget.

## Policy 7 – Appendix A

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### SCHEDULE OF RATES

#### Trustee Compensation and Expenses

Trustees and the Chair have a very important role to fulfill and should be fairly reimbursed for their time spent carrying out Board business.

#### Guidelines & Procedures

1. The Honoraria and General Expense Allowance shall be established annually.
2. Services for which Trustees shall receive remuneration shall include:
  - 2.1 Regular School Board Meetings
  - 2.2 Special School Board Meetings;
  - 2.3 Meetings of Committees of the Board;
  - 2.4 ASBA Zone meetings;
  - 2.5 ASBA and PSBAA spring and fall annual general meetings;
  - 2.6 PSBAA Governance Sessions;
  - 2.7 ASCA Annual Conference
  - 2.8 Local Zone Alberta Education Consultation Sessions;
  - 2.9 Conventions, retreats and workshops as authorized by the Board (including ASBA and CSBA);
  - 2.10 Attendance at Christmas concerts of their respective school(s);
  - 2.11 Long Services Awards;
  - 2.12 Attendance at school activities where the trustee is formally invited to participate, and authorized by the Board Chair or Superintendent;
  - 2.13 Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;
  - 2.14 Other activities where the Board places an obligation on the trustee(s) to attend and/or participated.

<b>COMPENSATION</b>	<b>HONORARIA</b>
<b>1. Board Meetings:</b> <ul style="list-style-type: none"> <li>● Board Chair (per day)</li> <li>● Trustee (per day)</li> <li>● Elder (only when Elder has been invited to attend a School Council/ Council of School Council/ Ward Council and Board meeting).</li> </ul>	<b>\$250.00</b> <del>200.00</del> <b>\$200.00</b> <del>170.00</del> \$200.00 per diem
<b>2. Committee Work:</b> <ul style="list-style-type: none"> <li>● 1.0 day (4-8 hours)</li> <li>● .5 day (2-4 hours)</li> <li>● .25 day (less than 2 hours)</li> </ul>	<b>\$200.00</b> <del>170.00</del> <b>\$100.00</b> <del>85.00</del> <b>\$50.00</b> <del>42.50</del>
<b>3. Convention Days (per day)</b>	<b>\$200.00</b> <del>170.00</del>
<p>The Board Chair is entitled to claim up to five (5) general Trustee Duties days per month, to a maximum of 55 days per year.</p> <p>All other trustees are entitled to two (2) General Trustee Duties days per month, plus a maximum of four (4) additional days annually if the trustee is a member of a committee that requires significant additional reading, research and report writing to a maximum of 26 days per year. The committee will provide consensus of who and how many days are claimed.</p>	
<b>B.—EXPENSES</b>	<b>AMOUNT</b>
1. Travel	\$0.51/km
2. Regular Meal Rate:	
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$20.00
3. Accommodation: (receipts required) Without Receipts *	\$40.00

\* The purpose of this amount is to reimburse claimants for expenses incurred when staying at friends or relatives when away from home.

3. Travel Days for the purpose of paying honoraria:

To receive the daily honorarium for travel days, consideration is given to the following; distance between the place of residence of the members and the meeting place:

- 3.1 149 km – no travel day
- 3.2 150–399 km – 1/2 travel day
- 3.3 400+ – 1 travel day

4. In cases where the Trustee comes to the location of the Board meeting, conference, or workshops, but does not attend the meeting(s), the Board will not pay honoraria and will

reclaim all expenses associated with the member's travel to that meeting: unless the trustee was ill or a family emergency prevented the trustee from attending.

5. Benefits

5.1 **Blanket** Life Insurance will be available for trustees, **provided through ASEBP at no cost to trustees.**

5.2 **Benefits the same as the non-teaching staff group and the cost to the trustees as the non-teaching group.**