

**DATE:** November 27, 2018

**TO:** Board of Trustees

**FROM:** Michelle Draper, Board Chair

**SUBJECT:** Board Chair Discretionary Expense Allowance Report for 2017-2018

**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. 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 September 2017 – August 2018 is attached (Attachment I).

**KEY POINTS**

- The opening balance for the Board Chair discretionary allowance was \$2,153.80 and there was no unused portion from the previous year carried forward into the 2017-2018 year.
- There were two transactions by Board Chair Draper between November 2017 and May 2018, amounting to \$203.48.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Board Chair Draper Discretionary Expense Allowance 2017-2018

KM:sj

**BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE**

Expense Summary from September 2017 – August 2018

Date: November 26, 2018

| Date                   | Vendor                          | Expense Details | Amount | Balance         |
|------------------------|---------------------------------|-----------------|--------|-----------------|
| <b>OPENING BALANCE</b> |                                 |                 |        | <b>2,153.80</b> |
| 8-Nov-17               | Padmanadi Vegetarian Restaurant | Board Luncheon  | 124.23 | 2,029.57        |
| 4-May-18               | Blackboard Deli                 | Board Event     | 79.25  | 1,950.32        |
| <b>CLOSING BALANCE</b> |                                 |                 |        | <b>1,950.32</b> |