

DATE: November 7, 2023

TO: Board of Trustees

FROM: Trisha Estabrooks, Board Chair

SUBJECT: Board Chair Discretionary Expense Allowance Report for 2022-2023

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

The Board Chair expensed three items to the Board Chair Discretionary account. The total expenditure was \$194.38. None of the unused portion was carried over into the current year.

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BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE

Expense Summary from September 2022 - August 2023

Date: October 31, 2023

Date	Vendor	Expense Details	Amount	Balance
OPENING BALANCE				\$2,153.80
Sep. 23, 2022	Khazana Restaurant	Board Chair and Vice-Chair communication lunch meeting	\$46.96	
Jan. 19, 2023	Cafe 1881	Lunch for PSBAA Chair and Executive Director	\$25.62	
Jun. 6, 2023	Flowers on 50th	Flowers for Crawford Plains School	\$121.80	
Total expenses			\$194.38	
CLOSING BALANCE				\$1,959.42