



AGENDA

BOARD OF
TRUSTEES

Julie Kusiek
Board Chair

Jan Sawyer
Board Vice-Chair

Trisha Estabrooks
Dawn Hancock
Marcia Hole
Marsha Nelson
Sherri O'Keefe
Saadiq Sumar

The Board of Trustees of Edmonton School Division
One Kingsway
Edmonton, Alberta

CFE McCauley Chambers
Tuesday, November 7, 2023
2 p.m.

Board Meeting

- A. O Canada
- B. Roll Call
- C. Approval of the Agenda
- D. Vimy Ridge Academy Remembrance Ceremony
- E. Communications from the Board Chair
- F. Communications from the Superintendent of Schools
- G. Approval of the Minutes
 - 1. DRAFT – Organizational Board Minutes – October 10, 2023
 - 2. DRAFT – Board Minutes – October 10, 2023
- H. Comments from the Public and Staff Group Representatives
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 12 p.m. on Monday, November 6, 2023, to speak under this item.)
- I. Reports
 - 3. Student Senate 2023-2024 Work Plan
(Information)
 - 4. Report #01 of the Caucus Committee (From the meeting held on October 10, 2023)
(Information)
 - 5. Infrastructure Committee 2023-2024 Work Plan
(Recommendation)
 - 6. Board Chair Discretionary Expense Allowance Report 2022-2023
(Information)
- J. Other Committee, Board Representative and Trustee Reports
- K. Trustees and Board Requests for Information
- L. Notices of Motion
- M. Meeting Dates
- N. Adjournment

MINUTE BOOK**Organizational Board Meeting**

Minutes of the Organizational Board meeting of the Board of Trustees of Edmonton School Division of Alberta held in Centre for Education McCauley Chambers on Tuesday, October 10, 2023.

Present:**Trustees**

Trisha Estabrooks
Dawn Hancock
Marcia Hole

Julie Kusiek
Marsha Nelson

Sherri O'Keefe
Jan Sawyer
Saadiq Sumar

Officials

Angela Anderson
Todd Burnstad
Grace Cooke
Andrea Cooper

Karen Mills
Kathy Muhlethaler
Kent Pharis
Nancy Petersen

Cliff Richard
Carrie Rosa
Ron Thompson
Liz Yule

Acting Board Chair: Julie Kusiek

Recording Secretary: Catherine Angeles

A. Roll Call: 2:00 p.m.

The Superintendent advised that all Trustees were present.

B. Approval of the Agenda

MOVED BY Trustee Hole:

"That the agenda for the October 10, 2023, Organizational Board meeting be approved as printed."

(UNANIMOUSLY CARRIED)

C. Reports**1. Confirmation of Board Positions**

MOVED BY Trustee Sawyer:

"That recommendations 1 to 3 be approved."

(UNANIMOUSLY APPROVED)

MINUTE BOOK**RECOMMENDATIONS**

- 1. That the Board elect a Chair.**
- 2. That the Board elect a Trustee to serve as their representative for the Edmonton Public Schools Foundation Board of Governors.**
- 3. That the Board hold elections at their October 10, 2023, public meeting for any other Board role vacancies created by the selection of a new chair and Foundation representative.**

1. Confirmation of Board Chair

The Acting Board Chair advised that Trustee Estabrooks resigned as Board Chair on October 5, 2023.

The Acting Board Chair called for nominations for the position of Board Chair.

Trustee O'Keefe nominated Trustee Kusiek. Trustee Kusiek accepted the nomination.

The Acting Board Chair, seeing that there were no further nominations, closed the nominations and declared herself elected by acclamation as Board Chair.

2. Representative Assignment

The Board Chair advised that Trustee O'Keefe stepped down from her role as the Board's representative on the Edmonton Public Schools Foundation on September 26, 2023.

The Board Chair called for nominations for one Trustee representative to serve on the Edmonton Public Schools Foundation Board of Governors.

Trustee O'Keefe nominated Trustee Hole. Trustee Hole accepted the nomination.

The Board Chair, seeing that there were no further nominations, closed the nominations and declared Trustee Hole elected to the Edmonton Public Schools Foundation Board of Governors.

3. Vacated Board Vice-Chair Position

The Board Chair called for nominations for the recently vacated position of Board Vice-Chair. This person will also serve as the Chair of the Caucus Committee.

Trustee Nelson nominated Trustee Sawyer. Trustee Sawyer accepted the nomination.

Trustee Hole nominated Trustee Sumar. Trustee Sumar accepted the nomination.

Each nominee gave a one-minute speech.

MINUTE BOOK**MOVED BY Trustee Hancock:****“That the vote be by secret ballot.”****(UNANIMOUSLY APPROVED)**

Ms. Mills distributed the ballots. Ms. Mills collected the completed ballots and left the room with Superintendent Robertson to tabulate the results.

Ms. Mills and Superintendent Robertson returned to the room. Ms. Mills announced that Trustee Sawyer was elected as Board Vice-Chair.

MOVED BY Trustee Nelson:**“That the ballots be destroyed.”****(UNANIMOUSLY APPROVED)**

The Board Chair advised that after the June 20, 2023, Organizational Board meeting Trustees Sawyer and Sumar were elected as the Board’s representatives for the Teaching Staff – Edmonton Public Teachers’ Local 37 Negotiation Committee. One representative, from this committee, will also serve as the Teachers’ Employer Bargaining Association (TEBA) representative. At that meeting, Trustees Sawyer and Sumar agreed to discuss the role of TEBA representative and report back to public Board. The Board Chair announced that Trustee Sumar will serve as the Board’s TEBA representative. She thanked Trustee Sumar for agreeing to serve in this role.

D. Adjournment: 2:14 p.m.**The Board Chair adjourned the meeting.**

Julie Kusiek, Board Chair

Karen Mills, Director of Board and
Superintendent Relations

MINUTE BOOK**Board Meeting**

Minutes of the meeting of the Board of Trustees of Edmonton School Division of Alberta held in the Centre for Education McCauley Chambers on Tuesday, October 10, 2023.

Present:**Trustees**

Trisha Estabrooks
Dawn Hancock
Marcia Hole

Julie Kusiek
Marsha Nelson

Sherri O'Keefe
Jan Sawyer
Saadiq Sumar

Officials

Angela Anderson
Todd Burnstad
Grace Cooke
Andrea Cooper

Karen Mills
Kathy Muhlethaler
Kent Pharis
Nancy Petersen
Cliff Richard

Darrel Robertson
Carrie Rosa
Ron Thompson
Liz Yule

Board Chair: Julie Kusiek

Recording Secretary: Catherine Angeles

The Board Chair called the meeting to order with recognition that we are on Treaty 6 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.

A. O Canada

B. Roll Call: 2:19 p.m.

The Superintendent advised that all Trustees were present.

C. Approval of the Agenda

MOVED BY Trustee Hancock:

**“That the agenda for the October 10, 2023, Board meeting be approved as printed.”
(UNANIMOUSLY CARRIED)**

MINUTE BOOK**D. Communications from the Board Chair**

The Board Chair expressed gratitude and thanks, on behalf of the Board, to Trustee Estabrooks for her incredible service as Board Chair to students and families, the Division, the city and the province of Alberta. Trustee Estabrooks carried out the role with grace, humility, professionalism and with a fierce commitment to the value of public education. She has also been a mentor to the first-term Board of Trustees and showed them how to do the job of governance well. While Trustee Estabrooks has stepped down from the role of Board Chair to pursue other very exciting and worthwhile possibilities, the Board continues to look to her as an exceptional Trustee and an important member of their team. The Board Chair welcomed Trustee Estabrooks to provide her comments as outgoing Board Chair.

Trustee Estabrooks said she is humbled to have served alongside all the Trustees and said it has been quite an honour to be selected as the Board Chair from amongst her colleagues. She is looking forward to great things ahead for this Board under Board Chair Kusiek's leadership.

The Board Chair said October 2 was Custodial Staff Appreciation Day and October 5 was World Teachers' Day. We rely on the hard work of custodians every day to keep schools clean and contribute to a great learning environment. We look to teachers to guide students in their learning, inspiring young minds every day. On behalf of the Board, she offered heartfelt thanks to both staff groups.

The Board Chair shared that October 10 is World Mental Health Day. A key Division priority remains the well-being and mental health of students and staff. If anyone is struggling, please reach out to your network, a trusted friend or colleague, or one of the many available Division resources.

The Board Chair said last week was Read In Week. She thanked the schools that welcomed guests, and the many guests that visited students and shared their love of reading. She also thanked the students - for their questions, their enthusiasm, and for the fun surprises, like the "turkey tango" performance at one kindergarten classroom she visited.

The Board Chair stated that October is Learning City Month. Edmonton is the first Canadian city to become a member of the UNESCO Global Network of Learning Cities. Last year, the City of Edmonton successfully led a coalition of community partners, including Edmonton Public Libraries, the three school divisions/boards and eight post-secondary institutions to join the UNESCO Global Network of Learning Cities. The Board looks forward to showcasing the great learning happening at Edmonton Public Schools throughout the month of October.

The Board Chair shared that October is Latin American Heritage Month. Latin Heritage American Month was adopted in the House of Commons in 2018 and is meant to recognize the important contributions of the Latin American community, as well as to celebrate, share and promote their unique culture and traditions with all Canadians. Edmontonians of Latin American Heritage enrich our communities and our schools.

The Board Chair shared that October is also Islamic History Month. Results from our student demographic survey last year show that 16 per cent of students in grades 4-6 and 18 per cent of students in grades 7-12 identify as Muslim. Taking time to learn about Islam this month and throughout

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the year, such as acknowledging days of significance in our multi-faith calendar, is an important part of ensuring that Muslim students, and all students, feel safe, welcome and that they belong.

The Board Chair extended gratitude to Minister Nicolaides for inviting Edmonton Public Schools to participate in an event with a delegation of Education Ministers from Germany. Superintendent Robertson and the Board Chair attended and learned more about how Germany structures vocational training for students. She also thanked Division staff for hosting representatives from Germany at Bannerman School to share the work the Division does on inclusion and supporting every student's pathway toward a life of dignity and fulfillment.

E. Communications from the Superintendent of Schools

The Superintendent congratulated Board Chair Kusiek on her election as Board Chair. He said the Division is thrilled to be working with her and continuing to serve this fine Board.

The Superintendent expressed a heartfelt gratitude of appreciation for the service of the former Board Chair, Trustee Estabrooks. He thanked her for navigating through some very complex times as the former Board Chair. The Division appreciated her support and her heart for kids in that work.

The Superintendent thanked Trustee Hole for taking on the role as the Board's representative on the Edmonton Public Schools Foundation (Foundation) Board of Governors. The Foundation's work is really important work to support Division kids.

The Superintendent congratulated Vice-Chair Sawyer on her election as Vice-Chair. He said the Division is looking forward to working with her and to continuing to serve this fine Board.

The Superintendent said that running for the office of Trustee is an incredible public service. The Division is large and complex, and the Board of Trustees all lead in various ways and as part of a team to help support the success of the Division's 115,000 students. He thanked the Board of Trustees and expressed congratulations to them once again.

The Superintendent shared that the official enrollment numbers, as of September 30 count, are 115,176 students welcomed into Edmonton Public Schools. This represents approximately a five per cent increase, and it's only about half a per cent over what the Division projected. He expressed his appreciation to Division staff working through those projections and their incredibly accurate work. The increased enrolment numbers have implications for the weighted moving average. He thanked Mr. Burnstad, in Financial Services, for ensuring the Division isn't underrepresented in that weighted moving average or overrepresented terribly. The Superintendent said that although the Division is very short on space, the Division welcomed our kids and wants to make sure that everyone has a great start to the school year.

The Superintendent expressed his appreciation to the many parents who reached out in appeal for spots in schools that they wanted to choose for their families. The Division carefully considered each and every one of those appeals. And if he had his wish everyone would get to choose exactly where it is they want to learn in Edmonton Public Schools but the Division is just under a lot of space pressure right now, in certain areas

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of the city. He appreciates everyone's patience, and the work of Division Support Services as they've navigated some complexities with our parent community.

The Superintendent advised that school councils are busy organizing for the year and said it's great to see that many are already up and running. School councils play a vital role in supporting our students and making connections between the school parents in the larger community. He expressed appreciation to the Board for providing school council memberships for all Division schools once again this year. The Division is co-hosting with Alberta School Councils' Association, an online training session for school council volunteers on October 24 and the registration deadline is October 16; for further details visit epsb.ca.

F. Approval of the Minutes

1. Board Meeting – September 26, 2023

MOVED BY Trustee Estabrooks:

**"That the minutes of the Board meeting held September 26, 2023, be approved as printed."
(UNANIMOUSLY CARRIED)**

There was a short break in the meeting.

G. Comments from the Public and Staff Group Representatives

There were no registered speakers for this item.

H. Reports

2. Board Policy AB.BP Appeals

MOVED BY Trustee Sumar:

**"That Board Policy AB.BP Dispute Resolution and Appeals be read for the first time and be approved for stakeholder feedback."
(UNANIMOUSLY CARRIED)**

3. Governance and Evaluation Committee 2023-2024 Work Plan

MOVED BY Trustee O'Keefe:

**"1. That the Board approve the Governance and Evaluation Committee 2023-2024 Work Plan."
(UNANIMOUSLY CARRIED)**

"2. That the Board approve the expenditure of up to \$5000.00 from the Board Initiative Fund for two professional learning sessions of two to four hours each, to be facilitated by external facilitators."

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(UNANIMOUSLY CARRIED)

- I. **Other Committee, Board Representatives and Trustee Reports** - None
- J. **Trustees and Board Requests for Information** - None
- K. **Notices of Motions** - None
- L. **Next Board Meeting: Tuesday, October 24, 2023, at 2 p.m.**
- M. **Adjournment: 3:13 p.m.**

The Board Chair adjourned the meeting.

Julie Kusiek, Board Chair

Karen Mills, Director Board and
Superintendent Relations

DATE: November 7, 2023

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Student Senate 2023-2024 Work Plan

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Naimo Bille, Sean Jones, Nancy Petersen, Wanas Radwan

REFERENCE: [October 4, 2016, Board Report – Strategic Plan Update: Student Senate 2016-17 Work Plan](#)

ISSUE

The Student Senate is presenting their work plan for the 2023-2024 school year to the Board of Trustees.

BACKGROUND

The Student Senate serves as a youth engagement model to promote active student participation in youth governance within education and to provide the Board of Trustees with a meaningful way to access student voice. To help focus the direction and energy of the Student Senate, they establish a yearly work plan that focuses on real-life application projects that are informed by the voice of their peers. The Student Senate reports on their efforts to meet their work plan goals at three public Board meetings throughout the year.

In the spring of 2023, Edmonton Public high schools selected up to two students per high school to provide representation on a 2023-2024 Student Senate. The 2023-2024 Student Senate met on September 20 and 27, and October 11 to complete the following tasks:

- Elect three Student Trustees
- Elect four Student Senate Executives
- Identify the themes and channels for their project work this year.

CURRENT SITUATION

To help ensure their work would meet the needs of their peers, the Student Senate reviewed data collected from a survey conducted in the previous school year (2022-2023). This survey was available to all high school students in the Division and asked students to answer the following question: Considering your school experiences, what supports or opportunities would enhance pathways for your success? The survey collected 2, 156 responses in only five days (October 3, 2022 to October 7, 2022).

After reviewing the available data, students were asked to complete a Google Form ranking a variety of project ideas. The responses led to the formation of four initial working groups: Podcast, Networking (group, forum, event, etc.), Media (brochure, poster, etc.) and Mixed (workshops, promotion, etc.).

At the October 11, 2023, Student Senate meeting, students worked in their preferred working groups to begin developing a preliminary plan for a project of their choice. To support this work, students completed a “Frames of Reference” activity. This activity invited students to consider the following questions:

- What goals and priorities from the Division’s Strategic Plan does our project address?
- Is the scope of the work we are planning to pursue within our locus of control?
- What steps need to be taken to ensure we can complete this project within the provided time frame (November 2023 to May 2024)?

The next Student Senate meeting is on November 8, 2023. At this meeting, students will continue refining their project plans with the support of an advisor using a SMART goals planning tool.

In the 2023-2024 school year, the Student Senate will also be providing youth perspective to Board and Division initiatives. Throughout the year, the Board and Division Administration will be able to access youth voice through the Student Senate about a broad range of topics relevant to high school students.

KEY POINTS

- Student Senators elected three Student Trustees and four executive members.
- Student Senators selected a working group to join (Podcast, Networking, Media or Mixed).
- The Student Senate will provide youth perspective to the Board of Trustees and Division Administration about a range of topics throughout the year.
- Student Trustees will report their progress towards their work plan goals at the February 20, 2024, public Board meeting.

NB:SJ:KM:NP:WR:km

DATE: November 7, 2023

TO: Board of Trustees

FROM: Trustee Kusiek, Caucus Committee Chair

SUBJECT: Report #01 of the Caucus Committee (From the meeting held on October 10, 2023)

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

REFERENCE: [Trustees' Handbook](#) – Caucus Committee - Section 5.4

ISSUE

The Board approved the following recommendation at the March 3, 2015, Board meeting: That Section 5.4 of the Trustees' Handbook be revised to give the Caucus Committee final decision-making power on certain types of matters, and yet constrain that power so it is used only when absolutely necessary.

The following recommendations were approved at the October 10, 2023, Caucus Committee meeting:

1. Disposition of a Portion of the Parkdale School Site

That the disposition of the north portion of the Parkdale School site be approved.

That administration be authorized to execute the required agreements with the City of Edmonton and EPCOR on behalf of the Division, be approved.

BACKGROUND

The Division's Real Estate Strategy, approved by the Board of Trustees on February 15, 2022, identifies the Parkdale School site for potential disposition. This partial disposition of the Parkdale site aligns with the Division's Real Estate Strategy. The portion of the site north of the existing building has been identified as suitable for installation of a stormwater management facility (dry pond) by EPCOR.

2. Surplus Declaration of a Portion of the Virginia Park School Site for Concordia University of Edmonton Parking Lot

That the Board of Trustees declare a portion of the Virginia Park School site as surplus to Division needs, be approved.

BACKGROUND

Concordia University of Edmonton (CUE) has expressed an interest in acquiring a portion of the Virginia Park School parking lot and landscaped boulevard.

3. Proposed City Partnership for Glenridding School

That Administration continue to explore partnerships at the recently announced Glenridding Heights 7-12 School.

BACKGROUND

Given Alberta's design efforts within a P3 model Administration will continue to explore partnerships to enhance the facility.

4. Confucius Institute Edmonton (CIE) Memorandum of Understanding Signing

That the Board of Trustees authorize the Board Chair to sign the CIE renewal agreement.

BACKGROUND

The signed agreement supporting the Confucius Institute Edmonton is up for renewal.

KM:ca

DATE: November 7, 2023

TO: Board of Trustees

FROM: Trustee Dawn Hancock, Chair, Infrastructure Committee
Trustee Julie Kusiek, Infrastructure Committee
Trustee Sherri O’Keefe, Infrastructure Committee

SUBJECT: Infrastructure Committee 2023-2024 Work Plan

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Roland Labbe, Cliff Richard, Christopher Wright

REFERENCE: [Trustees’ Handbook](#), Section 6.1.2 – Board Committees, Infrastructure Committee

ISSUE

The Infrastructure Committee is responsible for developing and presenting to the Board of Trustees an annual work plan. The Infrastructure Committee 2023-2024 work plan is being submitted for Board approval.

BACKGROUND

The Board of Trustees approved the formation of a Trustee Infrastructure Committee on April 10, 2014, to assist Trustees in further understanding the issues, impacts and next steps related to infrastructure over the course of their term. A Terms of Reference was developed and actions were informed through the development of an annual work plan. At their meetings on September 21 and October 27, 2023 the Infrastructure Committee developed the 2023-2024 work plan.

RECOMMENDATION

That the Board approve the Infrastructure Committee 2023-2024 work plan.

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the proposed Infrastructure Committee 2023-2024 work plan.
2. Provide feedback and request changes be made to the work plan.

ATTACHMENTS and APPENDICES

Attachment I – Infrastructure Committee Terms of Reference
Attachment II – Infrastructure Committee 2023-2024 Work Plan

DH:km

Infrastructure Committee Terms of Reference

PURPOSE

The committee's purpose as outlined in the Terms of Reference is:

- Understand the impacts of infrastructure to students, families, communities, and the Division, both positive and negative.
- Assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term.
- Recommend governance direction in matters related to the implementation of the Division's infrastructure strategy, as articulated through a suite of instruments including:
 - EA.BP Infrastructure Planning Principles
 - Student Accommodation Plan
 - Ten-Year Facilities Plan and Three-Year Capital Plan
 - Real Estate Strategy
 - Growth Control Model and Low Enrolment Program Model
 - Modular classroom plans and requests
 - Student transportation planning
 - Energy and Environment Strategy
- Advise and provide feedback on strategic infrastructure initiatives.
- Recommend governance direction in matters related to student transportation.
- Consider alternative funding approaches for school infrastructure and outline the feasibility of these approaches.
- Advocate for infrastructure and student transportation support through multiple interests such as the City of Edmonton, Province of Alberta and other school jurisdictions.

Terms of Reference

The Infrastructure Committee will assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term.

Parameters

- All recommendations arising from the committee will be presented as a recommendation to the Board of Trustees at a public Board meeting.

Outcomes

- Recommendation(s) to the Board on advocacy and implementation of that advocacy to support the outcomes of the Infrastructure Strategy
- Increased level of public trust/confidence in the Board
- Increased awareness of current pressures and realities and a focus on issues related to infrastructure
- Broader community interest and involvement in the infrastructure development process

Infrastructure Committee 2023-2024 Work Plan

PURPOSE

The committee's purpose as outlined in the Terms of Reference is:

- Understand the impacts of infrastructure to students, families, communities, and the Division, both positive and negative.
- Assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term.
- Recommend governance direction in matters related to the implementation of the Division's infrastructure strategy, as articulated through a suite of instruments including:
 - EA.BP Infrastructure Planning Principles
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 - Modular classroom plans and requests
 - Student transportation planning
 - Energy and Environment Strategy
- Advise and provide feedback on strategic infrastructure initiatives.
- Recommend governance direction in matters related to student transportation.
- Consider alternative funding approaches for school infrastructure and outline the feasibility of these approaches.
- Advocate for infrastructure and student transportation support through multiple interests such as the City of Edmonton, Province of Alberta and other school jurisdictions.

ACTIVITIES

- Continue advocacy for funding for high-quality, adequate learning environments that keep pace for growing student enrolment, including sustainable, predictable infrastructure funding
 - Highlight the need for both new spaces and modernizations
 - Continue advocacy for incorporating space for mental health services within schools
 - Raise awareness of the benefits of making space within existing inventory or building new spaces to enhance career-focused programming
 - Bring attention to need for modularity, as well as a more transparent process for their acquisition
- Explore advocacy opportunities and supportive governance direction for environment-related infrastructure developments
 - Participate in the review of EA.BP Infrastructure Planning Principles, with an environmental active transportation lens
 - Follow up with federal government on proposed carbon tax strategy for school divisions
- Explore advocacy opportunities and governance around student transportation
 - Work in collaboration with the City of Edmonton and other partners to improve active transportation options for students and staff to Division buildings

- Champion improvements to the playground construction and renewal process
 - Work with the partners including parent groups, the City of Edmonton, Province of Alberta and advice of Division staff to streamline processes and overcome challenges to the current playground construction and renewal process
- Explore options for alternative infrastructure funding
 - Revisit, and update where necessary, the foundational work done by previous Infrastructure Committees
 - Collaborate with other metro school divisions to see if there is common ground for advocacy
- Recommend an implementation plan for Real Estate Strategy

SUPPORTING ACTIONS/INFORMATION REQUESTED FROM ADMINISTRATION

- Plans and reports as highlighted in the Purpose section above
- Periodic verbal updates on the Energy and Environment Strategy
- Updated information in the committee's Background Reading Google Folder

REQUESTED RESOURCES

- Continued support of the Infrastructure department and Director Board and Superintendent Relations
- No funding needs are anticipated at this time

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.

KM:ca

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