



Board Operations

Trustee Compensation, Memberships and Attendance at Conferences

Policy 7-10

The Board will pay reasonable expenses and per diem for representatives to attend meetings and conventions in accordance with the following guidelines. Consideration of the overall benefit to the Board will be the criteria for approving requests to attend meetings, conventions and workshops.

- 10.1 A Trustee's residence is considered their office. Therefore, claim round trip mileage from the residence to the destination.
- 10.2 Traveling time is to be included in the per diem charge for the meeting.
- 10.3 All meetings are to be claimed to the nearest half day. Up to four (4) hours - 1/2 day; and over four (4) hours less than eight (8) hours – full day rate; more than eight (8) hours – half day and full day rate.

NOTE: In instances when travel is required the same day and the total time exceeds eight (8) hours, an additional four (4) hours – 1/2 day may be claimed. When a social event follows a meeting, the daily rate will not exceed eight (8) hours.

- 10.4 The guideline for claiming of meals is as follows:
 - Breakfast - Leave before 7:30 a.m.
 - Lunch - Leave before 11:30 a.m. and return after 1:30 p.m.
 - Dinner - Return after 6:30 p.m. (no evening meal expense will be considered where a session or meeting adjourns in time to return home before 6:30 p.m.)
- 10.5 Trustees may attend and claim mileage and per diem for the following:
 - 10.5.1 Regular Board meetings
 - 10.5.2 Organizational meeting
 - 10.5.3 Special Board meetings
 - 10.5.4 Board Planning Committee meetings
 - 10.5.5 Meetings of committees established by the Board
 - 10.5.6 Agenda Planning meetings
 - 10.5.7 Public information meetings
 - 10.5.8 Municipal and provincial meetings
 - 10.5.9 Official school tours
 - 10.5.10 Official opening of new/modernized schools in Pembina Hills Regional Division No. 7
 - 10.5.11 ASBA Zone 2/3 meetings (Board Representative and rotating trustee only)
 - 10.5.12 ASBA Spring and Fall General Meetings
 - 10.5.13 ASBA Spring and Fall Issues Forums
 - 10.5.14 PSBAA Spring Assembly and Annual General Meetings
 - 10.5.15 PSBC (Board Representative and rotating trustee only)
 - 10.5.16 Officially representing the Board at school or service area functions where the Trustee is attending and/or speaking or presenting, as per Form 2-12
 - 10.5.17 School council meetings, within the electoral subdivision of the Trustee
 - 10.5.18 Student Citizenship presentations for students in grades 6, 9, and 12

- 10.5.19 Employee long service award presentations
- 10.5.20 Grade 12 Graduation ceremonies where the trustee is a speaker/presenter
- 10.5.21 Christmas concerts and Remembrance Day ceremonies, within the electoral subdivision of the Trustee when they have been requested to speak/present
- 10.6 Trustees may claim mileage only, for the following:
 - 10.6.1 Local graduation ceremonies, Christmas concerts, and Remembrance Day ceremonies where the Trustee attends, but is not a speaker/presenter.
- 10.7 Trustees appointed to act on behalf of the Board as directors or members of associations claim mileage and per diem for meetings if they are not paid by the associations. Where per diems for the associations are less, Trustees are eligible to claim the difference.
- 10.8 Trustees attending workshops and conventions on behalf of the Board may claim mileage and per diem.
- 10.9 Trustees may claim a monthly stipend amount per month to be called preparation time for other duties as a Trustee.
- 10.10 The Chair, Vice-Chair, and the Trustee on Agenda Planning Committee may claim mileage and per diem for meetings with staff to prepare agendas for Board meetings.
- 10.11 The Board Chair may claim per diem for six (6) days per month for those duties as Chair, not specified under 10.5, but included in Policy 5 Role of the Board Chair.
- 10.12 The Vice-Chair may claim per diem for three (3) days per month for those duties as Vice-Chair, not specified under 10.5, but included in Policy 6 Role of the Vice-Chair.
- 10.13 Trustee Professional Development:
 - 10.13.1 Trustees will receive a maximum of \$4000, excluding per diem, per four-year term for expenses related to professional development in education and governance.
 - 10.13.2 Professional development referred to in 10.13.1 does not include ASBA Spring and Fall General Meetings, PSBAA Spring Assembly and Annual General Meetings, and ASBA Spring and Fall Issues Forums.
 - 10.13.3 Trustees will inform the Board regarding professional development activities they attend.
 - 10.13.4 All other compensated attendances require approval by the Board in the form of a motion.
- 10.14 Trustees are encouraged to carpool with other Trustees or Administration when attending the same meeting or conference.
- 10.15 Reimbursement for Trustee use of home internet - \$40 per month.

An initial copy of the monthly home internet bill shall be provided to the Division's Accounting Department.

- 10.16 Trustees will receive a laptop computer and printer (if necessary) to use for their term as a trustee.
- 10.17 Reimbursement for use of personal mobile devices:
 - 10.17.1 The Board Chair will be reimbursed for \$40/per month
 - 10.17.2 The Vice-Chair will be reimbursed for \$30/per month
 - 10.17.3 Trustees will be reimbursed for \$20/per month

An initial copy of the monthly mobile device bill shall be provided to the Division's Accounting Department.

- 10.18 Monthly Trustee Claims will be submitted to Accounts Payable, Payroll, and Secretary Treasurer prior to the 2nd day of the following month.
- 10.19 Trustees will receive recognition of years of service in accordance with the following:

Long Service Awards

Recognition Year	Long Service Award
5 years	Choice of \$25 Gift Card from list
10 years	Pembina Hills Public Schools Soft Shell Jacket OR Choice of \$50 Gift Card from list
15 years	Choice of \$50 Gift Card from list
20 years	Pembina Hills Public Schools Winter Jacket OR Choice of \$75 Gift Card from list
25 years	Choice of \$75 Gift Card from list
30 years	Choice of \$100 Gift Card from list OR Update Pembina Hills Public Schools Soft Shell Jacket
35 years	Choice of \$100 Gift Card from list
40 years	Choice of \$150 Gift Card from list OR Update Pembina Hills Public Schools Winter Jacket
45 years	2 Dinner Theatre Tickets (approximate value of \$225)

Gift Card List

- Boston Pizza
- Various Restaurants – Swiss Chalet, Harvey's, Montana's, Kelsey's (four choices in one card)
- The Keg
- Sears
- Winners
- Sport Check
- Chapters
- Canadian Tire

Trustees will have their previous years of service/employment recognized for the purpose of long service awards.

Reference:

[Policy 5 Role of the Board Chair](#)

[Policy 6 Role of the Vice-Chair](#)

[Policy 22 Public Disclosure of Travel and Expenses](#)

[Form 2-12 Request for Trustee/Superintendent Representation](#)

[Rates Annex 7 Travel, Expenses and Honorarium](#)