

Policy References	Policy Development Tracking
<p><b>External:</b> Education Act: Sections 71, 80, 80.1 Local Authorities Freedom of Information and Protection of Privacy Act Local Government Election Act Robert's Rules of Order</p> <p><b>Internal:</b></p>	<p><b>Adopted: June 28, 2011</b></p> <p><b>Amended: June 26, 2018</b></p>

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

The Board also believes that public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.

#### 1. Electoral Boundaries

The Division is divided into subdivisions for the purpose of determining the numbers of trustees to be elected to the Board. The boundaries of each subdivision are determined by the Minister of Education in consultation with the Educational Boundaries Commission.

Pursuant to Order-in-Council 85/2005 and within the stipulations of Ministerial Orders 017/2005-06, 115/2005-06, L060/2006-07 and ED09/2013-14, relating to Sun West School Division No. 207 of Saskatchewan, the Board provides for the nomination and election of trustees within the Division by subdivisions as follows:

- 1.1 All subdivisions shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be nine (9); one (1) from each subdivision; and one (1) from the town of Kindersley.

- 1.3 The provisions of the Local Government Election Act respecting the election of trustees shall apply to every election in each subdivision.
- 1.4 The Board will review the subdivision boundaries at least every four (4) years to coincide with elections. Any changes are to be in place by June 30 of the election year.

## 2. Organizational Meeting

- 2.1 The Organizational Meeting of the Board in each calendar year shall be held not later than November 30 in accordance with Section 14 of The School Division Administration Regulations.
- 2.2 The Director or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting.
- 2.3 The Director or designate shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members.
- 2.4 In an election year, the Director or designate shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 71 of The Education Act.
- 2.5 The Director or designate shall proceed to conduct the election of the Board Chair.
  - 2.5.1 Nominations shall be made by the trustees for the office of Chair and need not be seconded.
  - 2.5.2 The Director or designate shall make three (3) calls for nomination.
  - 2.5.3 A vote upon the nominees shall be taken by secret ballot.
  - 2.5.4 The nominee who receives the majority of votes of the trustees present shall therefore be declared elected.
  - 2.5.5 If no member receives a majority of votes, successive ballots are to be taken until one (1) member receives a majority vote. The nominee receiving the fewest number of votes is to be eliminated on each successive ballot.
  - 2.5.6 Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure specified in Section 111(1) of the Local Government Election Act.
  - 2.5.7 In the event that only one (1) trustee has indicated willingness to serve as Board Chair, that trustee shall be declared elected by acclamation.
- 2.6 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
- 2.7 The newly elected Board Chair shall then proceed with the agenda as presented by the Director or designate and adopted by the Board.
- 2.8 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
  - 2.8.1 Create such standing committees of the Board as are deemed appropriate, and appoint members;
  - 2.8.2 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  - 2.8.3 Establish a schedule for regular meetings, and any additional required meetings;
  - 2.8.4 Establish trustee compensation rates;

- 2.8.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
- 2.8.6 Other organizational items as required.

### 3. Regular Meetings

- 3.1 Regular Board meeting dates and times shall be established at the annual Organizational Meeting.
  - 3.1.1 All meetings will ordinarily be held in the Division Office Board Room on the fourth Tuesday of each month except July and August (to be determined), at such times as the Board may determine. Notice of the time and place of each regular Board meeting will be published on the Board's website.
  - 3.1.2 Notwithstanding the schedule noted above, the Board may alter the schedule in such manner as it deems appropriate.
- 3.2 All trustees shall notify the Board Chair or the Director if they are unable to attend a Board meeting.
- 3.3 All trustees who are absent from three (3) consecutive regular meetings shall:
  - 3.3.1 Obtain authorization by motion of the Board to do so; or
  - 3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.Failure to attend may result in disqualification.
- 3.4 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 3.5 Regular meetings of the Board will not be held without the Director and/or designate(s) in attendance, unless the Director's contract is being discussed.

### 4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

- 4.1 A special meeting may be scheduled by the Board by motion at a legally constituted meeting of the Board.
- 4.2 Special meetings of the Board may be called by the Board Chair at any time, or upon receipt of a written request signed by any three (3) trustees who shall state explicitly the reason therefore. Subject to the paragraph below, if an additional meeting of the Board is to be held, the Director shall send a written notice of such a meeting as prescribed by The Education Act and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.
- 4.3 The Board may, by unanimous consent in accordance with Section 16 of The School Division Administration Regulations, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each trustee and shall be recorded in the minutes of the meeting in the form required by that section.
- 4.4 Special meetings of the Board will not be held without the Director and/or designate(s) in attendance, unless the Director's contract is being discussed.

## 5. Public Meeting

A public meeting may be held as determined by the Board.

## 6. Closed Sessions

The Board may, by motion, schedule a closed meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such motions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 6.1 Personal or confidential matters relating to staff, students or finance.
- 6.2 Legal opinions respecting the Board and its activities.
- 6.3 Negotiations with respect to the purchase, lease or sale of property.
- 6.4 Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
- 6.5 Sensitive matters that a majority of trustees present feel should be held in private.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed meeting. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.

All rules of the Board shall be observed in closed session as far as applicable. The number of times a trustee may speak on any question shall be determined at the discretion of the Board Chair.

The Board shall, during the closed session, adopt only a motion to rise and report to the open public Board meeting.

Decisions reached in closed session must be presented as reports or motions in the open Board meeting to make them valid and binding on the Division.

## 7. Electronic Meeting

- 7.1 The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and to follow any votes taken.
- 7.2 At least one (1) of the following persons must be present at the Division Office during the meeting:
  - 7.2.1 A trustee,
  - 7.2.2 The Director,
  - 7.2.3 The Superintendent of Business, as designated by the Director.
- 7.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 7.4 A trustee may participate from a location to which the public does not have access.

## 8. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board meetings in consultation with the Director, in accordance with legislation and Board policy.

Agendas shall include all the data and back-up information so that the Board is able to make sound and objective decisions consistent with established goals.

- 8.1 The order of business at a regular meeting shall generally be as follows:
  - 8.1.1 Call to Order;
  - 8.1.2 Approval of Agenda;
  - 8.1.3 Adoption of Minutes of previous meeting(s);
  - 8.1.4 Delegations;
  - 8.1.5 Action Items;
  - 8.1.6 Consent/Information Items;
  - 8.1.7 Reports;
  - 8.1.8 Question and answer period with the media;
  - 8.1.9 Closed Session;
  - 8.1.10 Adjournment;
  - 8.1.11 Board Annual Work Plan;
  - 8.1.12 Board Calendar Schedule.
- 8.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation. Options will be included when feasible.
- 8.3 Items may be placed on the agenda in one (1) of the following ways:
  - 8.3.1 By notifying the Board Chair or Director seven (7) full days prior to the regular meeting.
  - 8.3.2 By notice of motion at the previous meeting of the Board.
  - 8.3.3 As a request from a committee of the Board.
  - 8.3.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 8.4 Materials for Board meetings will be distributed to each trustee and the Director and designates at least four (4) days prior to the meeting. Agendas for the regular meeting will be provided to members of the press and the general public attending the meeting. The agenda will be posted on the website prior to the meeting. The Director or designate is responsible for distribution and posting.
- 8.5 The list of agenda items shall be available in the Division Office. Any elector may view the agenda and request a copy.
- 8.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

## 9. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and motions.

- 9.1 The minutes shall record:
  - 9.1.1 Date, time and place of meeting;
  - 9.1.2 Type of meeting;
  - 9.1.3 Name of presiding officer;
  - 9.1.4 Names of those trustees and senior administration in attendance;
  - 9.1.5 Approval of preceding minutes;
  - 9.1.6 All motions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
  - 9.1.7 Names of trustees making the motion;
  - 9.1.8 Points of order and appeals;
  - 9.1.9 Appointments;
  - 9.1.10 Reports of committees;
  - 9.1.11 Recording of the vote on a motion (when requested pursuant to The Education Act); and
  - 9.1.12 Trustee declaration of conflict of interest pursuant to The Education Act.
- 9.2 The minutes shall:
  - 9.2.1 Be prepared as directed by the Director;
  - 9.2.2 Be reviewed by the Director or designate prior to submission to the Board;
  - 9.2.3 Be considered an unofficial record of proceedings until such time as adopted by a motion of the Board; and
  - 9.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 9.3 The Director or designate shall ensure, upon acceptance by the Board, that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 9.4 The Director or designate shall establish a codification system identifying motions determined by the Board which will:
  - 9.4.1 Provide for ready identification as to the meeting at which it was considered;
  - 9.4.2 Provide for cross-referencing with motions of similar nature adopted by the Board at previous meetings; and
  - 9.4.3 Establish and maintain a file of all Board minutes.
- 9.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 9.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director or designate is responsible to distribute and post the approved minutes.

- 9.7 All committees of the Board, unless otherwise directed, shall submit reports of meetings to the Board.

## 10. Motions

Motions do not require a seconder.

### 10.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 10.2 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 10.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a trustee should not speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Amendments to the motion may be proposed at any time during discussion. No more than two (2) amendments may be before the meeting at one (1) time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

### 10.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

### 10.5 Entitled Votes

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 11 of The School Division Administration Regulations.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.

#### 10.6 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

#### 10.7 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

#### 10.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 11. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

- 11.1 Delegations wishing to appear before the Board are required to give notice, in writing, to the Board Chair or the Director at least seven (7) full days before the meeting at which they are to be heard. The Board Chair or the Director has the authority to waive the time requirement.
- 11.2 Delegations are required to state the nature of the subject that they intend to bring before the Board. The names of the presenters must be identified in the notice.
- 11.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 11.4 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 11.5 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall s/he, by any statement, commit the Board to any specific course of action.
- 11.6 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.
- 11.7 The Board reserves the right to invite delegations to appear before the Board.



## 12. Audio/Video Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

## 13. Trustee Remuneration and Expenses

The Division remunerates trustees in accordance with its remuneration and expense schedule. The schedule is established annually as directed by the Board at the Organizational Meeting of the Board.

### 13.1 Principles of Trustee Remuneration

- 13.1.1 The Board believes that the role of the trustee is one of service to the community.
- 13.1.2 It acknowledges that in serving the community personal expense is incurred.
- 13.1.3 It strives to ensure that remuneration levels reflect a capacity to enable all electors to seek a position on the Board.
- 13.1.4 The Board will provide an annual amount for Board/Trustee professional development.

### 13.2 Rates

- 13.2.1 The indemnity rates and allowance rate for travel and sustenance are to be reviewed and set as directed by the Board at the Organizational Meeting of the Board.
- 13.2.2 The rates established are to reflect the fiscal circumstances in the Division and in the Province of Saskatchewan.

### 13.3 Schedule

- 13.3.1 The remuneration and expense schedule may recognize service and expenses incurred in the following areas:
  - 13.3.1.1 Attendance at Board determined meetings.
  - 13.3.1.2 Attendance at meetings and events as an official representative of the Board.
  - 13.3.1.3 Attendance at seminars, conventions and meetings for Board/trustee development.
- 13.3.2 The schedule is to provide for payment such that payments are timely and understood clearly by the public.
- 13.3.3 One-third of the sum paid each trustee for services rendered is to be designated as having been paid in respect of general expenses incurred by the member that were necessary and incidental to the discharge of his/her duties.
- 13.3.4 Questions arising out of the processing of trustee claims for payment are to be referred to the Board Chair.

## 14. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division place in its Board and in its trustees. The trustee

- 14.1 Is expected to be conversant with Sections 11, 12 and 27 of The School Division Administration Regulations and with Policy 4 Trustee Code of Conduct.
- 14.2 Is responsible for declaring him/herself to be in possible conflict of interest.

- 14.3 Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 14.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of The Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

## 15. Board Self-Evaluation

- 15.1 In June, the annual Board self-evaluation process will be carried out as described in the document entitled *Board Self-Evaluation Process, Criteria and Timelines*.
- 15.2 The purpose of the Board self-evaluation is to answer the following questions:
  - 15.2.1 How well have we fulfilled each of our defined roles as a Board this past year?
  - 15.2.2 How do we perceive our interpersonal working relationships?
  - 15.2.3 How well do we receive input and how well do we communicate?
  - 15.2.4 How well have we adhered to our annual work plan?
  - 15.2.5 How would we rate our Board-Director relations?
  - 15.2.6 How well have we adhered to our governance policies?
  - 15.2.7 What have we accomplished this past year? How do we know?
- 15.3 The principles upon which the Board self-evaluation is based are as follows:
  - 15.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
  - 15.3.2 A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
  - 15.3.3 An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation.
- 15.4 The components of the Board self-evaluation are:
  - 15.4.1 Review of Board Role Performance.
  - 15.4.2 Monitoring Interpersonal Working Relationships.
  - 15.4.3 Monitoring Board Community Engagement.
  - 15.4.4 Review of Annual Work Plan Completion.
  - 15.4.5 Monitoring Board-Director Relations.
  - 15.4.6 Review of Board Motions.
  - 15.4.7 Review of Board Policies.
  - 15.4.8 Creating a Positive Path Forward.

## 16. Saskatchewan School Boards Association

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing leadership services to Saskatchewan school boards. The Association represents school boards in Saskatchewan.

- 16.1 Membership and Participation
  - The Board

- 16.1.1 Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 16.1.2 Supports active participation of its trustee membership in the Association at the constituency and provincial levels.
- 16.2 SSBA Voting Delegates
  - 16.2.1 The Board is to determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.
  - 16.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
  - 16.2.3 Each trustee attending as a voting delegate is apportioned at least one (1) vote.
  - 16.2.4 Any votes remaining un-apportioned are to be divided equally as possible in whole numbers among trustees attending Convention.
  - 16.2.5 When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.



**Appendix A – Board Member Indemnity, Expenses and Professional Development**

Policy References	Policy Development Tracking
<b>External:</b> Education Act: Section 159 Education Regulations Local Authority Freedom of Information and Protection of Privacy Act  <b>Internal:</b>	<b>Adopted: June 26, 2012</b>  <b>Amended: June 26, 2018</b>

Board members shall not claim indemnity, mileage or expenses from the school division where payment for such is being provided by another organization.

Reimbursement for meals shall not be claimed for any meals provided by the sponsoring or other organization.

Questions and concerns regarding board of education member claims for payment of indemnity and expenses shall be directed to the board chair or vice-chair.

**1. Per Diem Honorariums (Indemnity)**

1.1 The following guidelines are to be followed with respect to calculating per diem honorariums including travel time:

1.1.1 Up to four (4) hours in one day may be calculated as one-half (.5) day;

1.1.2 More than four (4) hours and up to eight (8) hours may be calculated as one (1) day;

1.1.3 More than eight (8) hours and up to twelve (12) hours may be calculated as one and one-half (1.5) days; and

1.1.4 More than twelve (12) hours in one day may be calculated as two (2) days.

1.2 Per diem honorariums may be claimed for the following activities:

1.2.1 Attendance at Board-determined meetings;

1.2.2 Attendance as an official representative of the Board or in an official capacity at meetings, graduations and other proceedings;

1.2.3 Attendance at School Community Council meetings;

1.2.4 The number of school community council meetings attended in a year shall be as determined by each board of education member.

1.2.5 Attendance at seminars, conventions, in-services and meetings held for the purpose of board member professional development.

1.3 A Board member shall be deemed to be attending in a official capacity when that member:

1.3.1 Has been specifically appointed by the Board to act as its representative; and/or

1.3.2 Has been specifically invited as a Board member to attend or participate in an event.

1.4 Board members are not entitled to claim per diem honorariums:

- 1.4.1 For attending events or activities such as sports events, school concerts and plays, et cetera or for school visits unless said attendance is in an official capacity as outlined above; or
- 1.4.2 For meeting preparation time as this is deemed to be included in the honorariums outlined above.

## 2. Travel and Other Expenses

- 2.1 The following expenses may be claimed at the Board approved rates when the cost is incurred as a result of attendance at approved activities as outlined above:
  - 2.1.1 Mileage;
  - 2.1.2 Meals;
  - 2.1.3 Accommodations; and
  - 2.1.4 Other expenses such as parking fees.
- 2.2 Mileage may also be claimed to allow Board members to visit division schools.

## 3. Professional Development

- 3.1 Funds for Board member professional development may be included in the operating budget each fiscal year. When applicable, the following decisions shall be made as part of the budget process:
  - 3.1.1 The amount of monies to be designated for Board member professional development; and
  - 3.1.2 Whether a specific amount shall be assigned to each Board member or the whole amount held in a pool to be accessed by Board members.
- 3.2 Access to professional development funds shall require Board approval.
- 3.3 Attendance at the following conferences shall not be charged to this budget but rather shall be covered by the general convention budget for the Board:
  - 3.3.1 Saskatchewan School Boards Association Fall and/or Spring General Assemblies, meetings and other events such as the Members' Council, Board Certification, etc.;
  - 3.3.2 National Congress on Rural Education, Canadian School Boards Association Congress;
  - 3.3.3 Other events where the Board approves a representative to attend on behalf of the whole Board.
- 3.4 Where attendance at a conference or event as a professional development activity is accessed, the following costs will be charged to the professional development fund:
  - 3.4.1 Registration;
  - 3.4.2 Travel (mileage, air fare);
  - 3.4.3 Accommodations;
  - 3.4.4 Indemnities; and
  - 3.4.5 Meals and Other Expenses.
- 3.5 Following attendance at a professional development activity, the Board member shall be expected to provide a written or oral report to the Board.



**Appendix B – Board Compensation Schedule**

Policy References	Policy Development Tracking
<b>External:</b> Education Act: Section 159 Education Regulations Local Authority Freedom of Information and Protection of Privacy Act  <b>Internal:</b>	<b>Adopted: June 26, 2012</b>  <b>Amended: June 26, 2018</b>

<b>Board Compensation Schedule</b>							
Per Diem	\$275.00						
Travel	\$0.41/km						
Meals (with receipts) <table style="float: right; margin-left: 20px;"> <tr> <td>Breakfast</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td>Supper</td> <td style="text-align: right;">\$25.00</td> </tr> </table>	Breakfast	\$10.00	Lunch	\$15.00	Supper	\$25.00	
Breakfast	\$10.00						
Lunch	\$15.00						
Supper	\$25.00						

<b>Professional Development</b>
The Board shall establish an annual professional development fund pool of \$36,000 based on \$4,000 per Board Member.