



POLICY DEVELOPMENT COMMITTEE
November 5, 2024 @ 4:30 p.m.
Via Zoom Video Conference

AGENDA

- 1. Call to Order and Acknowledgement..... P. Desjardins
- 2. Approval of Agenda..... Page 1 P. Desjardins
- 3. Approval of Minutes – October 1, 2024..... Page 2 P. Desjardins
- 4. Policy 2.80 – Use of Board Property for Child Care..... Page 5 B. Moorthy
- 5. Anti-Discrimination Policy..... Page 7 B. Moorthy
- 6. Drafts to be discussed by Anne at this meeting..... Page 1 (PDF) A. Cooper
 - 6.1 Draft Terms of Reference for Policy Committee..... Page 3
 - 6.2 Policy 1.30 Delegation of Authority (NEW)..... Page 5
 - 6.3 Policy 1.21 Duties of the Board Chair and Vice-Chair..... Page 6
 - 6.4 Policy 1.80 Trustee Professional Engagement & Learning..... Page 11
- 7. Questions/Comments

Next Meeting: December 5, 4:30 – 6:00 pm
Via Zoom Video Conference

ADJOURNMENT

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
October 1, 2024**

PRESENT:

Board Representatives:

Pattie Desjardins	Trustee	Chair
Wendy Colman-Lawley	Trustee	Committee Member
Wendy Clark	Trustee	Alternate Committee Member
Andrea Hensen	Trustee	Non-Voting Observer
Linda Kerr	Trustee	Non-Voting Observer

Special Guest:

Anne Cooper	Consultant
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Committee Representatives:

Greg Lawley	Principal	FCPVPA
Wade Peary	Principal	FCPVPA
Lynne Marvell	Union President	FCTA
Megan Kempenaar	Teacher	FCTA

District Staff:

Balan Moorthy	Superintendent
Gerry Slykhuis	Secretary Treasurer
Renge Bailie	Assistant Superintendent
Crystal Medlock	Executive Secretary
Deb McKinney	Executive Secretary

Regrets:

Shannon Dobson	CMAW
Stephanie Fredette	IEC

1. Call to Order and Acknowledgment

The meeting was called to order at 4:37 pm via Zoom conference call. Superintendent Balan Moorthy acknowledged that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Sq'ewqel, Shxw'ōwhámél, Seabird Island, Nlaka'pamux and Chawathil people.

2. Election of Committee Chair– Secretary Treasurer Gerry Slykhuis called for nominations for the position of Chair of the Policy Advisory Committee for the 2024-2025 year. Nominations were called and the following trustee was nominated:

Trustee Wendy Colman-Lawley nominated Trustee Pattie Desjardins (nomination accepted).

Hearing no further nominations, Gerry declared **Pattie Desjardins** elected by acclamation as committee chair for the 2024-2025 year.

3. Approval of Agenda – October 1, 2024**COLMAN-LAWLEY/CLARK**

THAT the agenda of the Policy Development Committee meeting held on October 1, 2024, be approved as presented.

Carried**4. Approval of Previous Minutes – May 27, 2024****CLARK/COLMAN-LAWLEY**

THAT the minutes of the Policy Development Committee meeting held on May 27, 2024, be approved as presented.

Carried**5. Drafts discussed at this meeting:**

2.1 Policy 1.50 Board Committees – There was positive discussion about combining the Finance Advisory Committee with the Budget Advisory Committee as this has worked well for other districts. Having a combined Finance and Facilities Committee would help streamline things and keep the meetings more relevant.

The Inclusion and Enrichment Committees will combine together but remain separate from the Education Committee.

After some minor edits and discussion, it was decided that Policy 1.50 be sent to the Board of Education for 1st Reading.

CLARK/COLMAN-LAWLEY

THAT the Policy Advisory Committee recommends Policy 1.52 – Board Representation – be sent to the Board of Education for 1st Reading.

Carried

2.2 Draft Terms of Reference for Policy Committee – After discussion regarding voting members, non-voting members and quorum it was decided that Anne will work a bit more on the Policy Committee Terms of Reference and bring it back to the committee for more discussion at the next meeting.

2.3 Policy 1.51 Board Liaison – It was decided to change the description to “requests from local community and government entities,” so the policy doesn’t need to be changed every time there is a request for a Trustee to liaise with a new organization or entity.

It was decided that Policy 1.51 be sent to the Board of Education for 1st Reading.

CLARK/COLMAN-LAWLEY

THAT the Policy Advisory Committee recommends Policy 1.51 – Board Representation – be sent to the Board of Education for 1st Reading.

Carried

2.4 Policy 1.30 Delegation of Authority – After discussion, it was decided that Anne will work a bit more on Policy 1.30 Delegation of Authority and bring it back to the committee for more discussion at a future meeting.

6. **Questions/Comments** – There were no additional questions or comments.

Next Meeting: November 5, 2024 - 4:30-6:00 pm
Via Zoom conference call

ADJOURNMENT

DESJARDINS/

THAT the meeting be adjourned at 6:02 pm



POLICY 2.850 – USE OF BOARD PROPERTY FOR CHILD CARE

This policy is to provide guidance with respect to how the Board of Education will promote the use of Board property for the provision of child care programs, in accordance with the *School Act*.

The Board will, on an ongoing basis, assess community need for child care programs on its property, through a process of engagement with employee groups, Parent Advisory Councils, parents/guardians, local First Nations, Métis Nation BC, service providers, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.

Where the Board changes the use of board property being used for child care, it will promptly notify the Minister.

Guiding Principles

1. District facilities will be generally available for child care, by the Board or third-party licensees, on business days between the hours of 7 a.m. and 6 p.m.
2. The use of Board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.
3. If child care programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the Board, the Board, or a combination of both.
4. If the Board decides to operate a child care program, the Board will ensure that it is operated in a manner that:
 - 4.1. fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act: Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and “Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education”; and
 - 4.2. is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.



5. Child care programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the child care program.
6. In selecting licensees other than the Board to operate a child care program, the Board will give special consideration to the candidates' proposals to:
 - 6.1. provide inclusive child care; and,
 - 6.2. foster Indigenous reconciliation in child care.
7. Fees for the use of Board property by licensees other than the Board will not exceed the direct and indirect costs the Board incurs in making board property available for the child care program. Direct and indirect costs include:
 - 7.1. utilities;
 - 7.2. maintenance and repair;
 - 7.3. a reasonable allowance for the cost of providing custodial services;
 - 7.4. a reasonable allowance for time school district administrators and other staff spends on matters relating to the use of Board property by licensed child care providers.
8. If child care programs are operated by a licensee other than the Board, the Board will require the licensee to commit and comply with this Policy.
9. Any contract with a licensee other than the Board, to provide a child care program on Board property must be in writing and subject to review no less than every three five years. The contract must contain:
 - 9.1. a description of the direct and indirect costs for which the licensee is responsible;
 - 9.2. an agreement by the licensee to comply with this policy and all other applicable policies;
 - 9.3. a provision describing how the agreement can be terminated by the Board or the licensee;
 - 9.4. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
 - 9.5. a provision confirming the child care provider will be responsible for liability arising from the child care provider's operation of a child care program on board property, including indemnification of the Board.
 - 9.6. a statement that the agreement can only be amended in writing, signed by the Board and the licensee;
 - 9.7. a requirement for the licensee to maintain appropriate standards of performance;
 - 9.8. a description of processes for ongoing engagement with the licensee in the provision of child care; and



- 9.9. a requirement that the licensee must at all times maintain the required license to operate a child care facility.
10. Prior to entering into or renewing a contract with a licensee other than the Board to provide a child care program on board property, the Board will consider:
 - 10.1. whether it is preferable for the Board to become a licensee and operate a child care program directly;
 - 10.2. the availability of school district staff to provide a child care program;
 - 10.3. whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care.
11. The Board is not providing any assurance that the facility the licensed child care provider intends to use complies with the regulatory requirements of licensed child care facilities. The licensed child care providers are responsible for ensuring that they comply with regulatory requirements associated with operating a licensed child care facility.

POLICY #.## – ANTI-DISCRIMINATION

We acknowledge that the conversation of racism, equity, inclusion, and cultural diversity is constantly evolving and changing. Under Canadian laws, all individuals have the right to their fundamental freedoms and protection from discrimination and racism. It is important to embrace positive change as a community, sharing the responsibility for creating a welcoming and inclusive environment that honours and respects everyone.

The Board of Education of the Fraser-Cascade School District is committed to the equitable treatment of all students, employees, Indigenous rights holders, and school district stakeholders, regardless of their ancestry, country of origin, ethnicity, cultural background, age, sexual orientation, gender identity and expression, physical and intellectual ability, or any other personal characteristic. The Board will ensure that all students, employees, Indigenous rights holders, and school district stakeholders are provided with a safe and respectful environment to work, learn, and prosper.

Commitments

The Board is committed to developing and promoting positive values by:

- Ensuring inclusion of all students, employees, and their respective families, regardless of their ancestry, country of origin, ethnicity, cultural background, age, sexual orientation, gender identity and expression, physical and intellectual ability, or any other personal characteristic in all aspects of school life.
- Aligning our district code of conduct with appropriate expectations, language, behaviors, and actions to prevent discrimination or harassment based on ancestry, country of origin, ethnicity, cultural background, sexual orientation and expression, gender identity, physical and intellectual ability, or any other personal characteristic.
- Ensuring that complaints of discrimination or harassment based on real or perceived racism, sexism, ableism, homophobia, transphobia, or any other form of discrimination are taken seriously and dealt with expeditiously and effectively through consistently applied policies and procedures as stated in our district code of conduct.
- Raising awareness, offering ongoing learning (including resources), and implementing practices that will support Truth and Reconciliation and celebrate the diverse communities within the Fraser-Cascade School District and our global community.

These values align with the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act, the BC Human Rights Code, and the Collective Agreement between the Fraser-Cascade School District, Occupational Health and Safety Regulations, the Fraser-Cascade Teachers' Association and the Construction, Maintenance and Allied Workers Canada.

This policy framework aims to comprehensively address various forms of discrimination, ensuring an inclusive and supportive environment for all individuals in the Fraser-Cascade School District.

BYLAW AND POLICY REVISION PROJECT

POLICY COMMITTEE – NOVEMBER 5, 2024 – GOVERNANCE SECTION 1.00

1. Section 1.00 Policy Revisions – Status

Listed below is the tentative organization for Section 1.00 with [hyperlinks](#) for current bylaws and policies, for ease of reference. Policies that have been referred to the Board are highlighted in green, policies drafted, awaiting the review of the committee in subsequent meetings, are highlighted in orange, and policies to be considered in this meeting are highlighted in purple.

Suggested Policy Number and Name	Previous Policy
1.10 Values and Beliefs 1.11 Truth and Reconciliation (New)	2000 Belief Statements & 2010 Mission Statement & Strategic Plan
1.20 Board Authority, Role & Responsibilities (New) 1.21 Duties of the Board Chair and Vice-Chair	5. Chairperson & Presiding Officers
1.30 Delegation of Authority (New)	
1.40 Trustee Code of Conduct 1.41 Addressing Breaches of the Trustee Code of Conduct 1.42 Trustee Conflict of Interest	17. Trustee Code of Conduct " 7. Conflict of Interest
1.50 Board Committees Draft Terms of Reference for Policy Committee 1.51 Board Liaison 1.52 Board Representation	15. Board Committees " 13. Membership
1.60 Policy Development and Currency	11. Policy Procedure & Development & 12. Administration in the Absence of Policy
1.70 Trustee Remuneration 1.71 Trustee Expenses	8. Trustee Remuneration 9. Reimbursements for Expenses
1.80 Trustee Professional Engagement & Learning (New)	
1.90 Board Performance Review (New)	

2. Drafts to be discussed at this meeting

- 2.1. Draft Terms of Reference for Policy Committee
- 2.2. Policy 1.30 Delegation of Authority
- 2.3. Policy 1.21 Duties of the Board Chair and Vice-Chair
- 2.4. Policy 1.80 Trustee Professional Engagement & Learning

3. Current Bylaws recommended to be repealed and documentation established as an Administrative Procedure

- 3.1. [Bylaw 20. Office Hours](#)



POLICY COMMITTEE

NATURE OF COMMITTEE

Standing Committee of the Board

PURPOSE

The Board of Education recognizes and accepts its responsibility to approve policy. The Board values consultation as an important part of policy development.

The Policy Committee will consider and make recommendations to the Board regarding changes to Board Policy. The committee will reflect upon any area of policy but will not engage in Board Bylaw development or revisions.

DELIVERABLES

The Policy Committee will:

1. Provide feedback regarding policy revisions.
2. Consider feedback and advice from representative groups regarding policy drafts.
3. Provide input regarding minor amendments to existing policy.
4. Ensure that there are no accessibility barriers within or due to the policies.
5. Identify policies that are no longer current and would be suitable for repeal.

TRUSTEE REPRESENTATIVES	School District No. 78 Trustees (2 plus an alternate) Secretary-Treasurer or designate (Non-voting) Superintendent or designate (Non-voting)
CHAIRPERSON	A Trustee will serve as Chair, through an election by the committee
RIGHTSHOLDER AND PARTNER REPRESENTATIVES	Construction Maintenance & Allied Workers 2423 (2 1 and an alternate) District Parent Advisory Council (1 and an alternate) (2) Fraser Cascade Principals' and Vice Principals' Association (2) (1 and an alternate) Fraser Cascade Teachers' Association (2) (1 and an alternate) Indigenous Education Council (2) (1 and an alternate) Secondary Students (2) (1 and an alternate)
APPOINTMENT	The Chair of the Board will determine Trustee representatives in accordance with Policy 1.50 Board Committees

	Rightsholder and partner representatives are identified by the organization.
DECISION MAKING	Discussion sufficient to determine a consensus to make a recommendation to the Board.
QUORUM	One trustee and three rightsholders and partner representatives
DISTRICT LEADERSHIP	Secretary Treasurer Superintendent Assistant Superintendent
SECRETARIAT SUPPORT	Executive Assistant to the Secretary Treasurer
MEETINGS	Meetings will be scheduled four times per year, or as needed due to workload.
AGENDAS	Agendas with supporting materials will be circulated to the committee and representative groups, four days in advance of each meeting.
MINUTES	Minutes of committee meetings, detailing any specific recommendations, will be prepared and provided to the Board at a regular Board meeting.
BUDGET	None

REPORTING MECHANISM

The committee is advisory in nature and may make recommendations to the Board through the chair of the committee.

POLICY 1.30 DELEGATION OF AUTHORITY

The Board of Education designates the Superintendent as the Chief Executive Officer and delegates to the Superintendent the authority and responsibility to manage the operations of the District.

The Board authorizes the Superintendent to exercise any power that the Board may have, except those matters which cannot be delegated in accordance with provincial legislation and the corresponding regulation.

The Superintendent will be the principle contact between the Board and staff.

To support good governance, the Superintendent will assist the Board **in**:

- ~~in~~-reaching sound decisions;
- ~~to operate~~-operating within the approved financial plan and annual budget;
- establishing policies; and
- ~~by~~-providing relevant facts, information and reports necessary to keep the Board adequately informed.

To support an effective working relationship between the Board and the Superintendent, the Board will:

- support the Superintendent in fulfilling their legislated responsibilities;
- refer all complaints regarding personnel, students, operations or programs to the Superintendent for appropriate investigation and action; and
- direct the Superintendent only through decisions made as a corporate body.

In the absence of Board policy in cases where an immediate administrative response is required, the Superintendent will:

- if time permits, consult with the Chair; and
- inform the Board as soon as is practicable, and at the next regular meeting, of the action taken and the nature of the emergent issue and, where warranted, the need for policy in the event of future occurrences.

Specific duties and responsibilities of the Superintendent are prescribed by the provisions of the *School Act*, Regulations and Ministerial Orders, as well as further responsibilities established by the District and described in Board policy and the Superintendent Role Description.



POLICY 1.21 DUTIES OF THE CHAIR AND VICE-CHAIR

The role of the Board Chair and Vice Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When trustees elect these positions, they are choosing a person who will conduct their official meetings, and a person who will represent them to rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.

The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

Specific Responsibilities Of The Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice Chair, the Superintendent, and the Secretary Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.
3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board's Procedural Bylaw.
4. Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.

The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon.

Specific responsibilities of the Vice Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as needed basis, delegate the presiding officer task to the Vice Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.



POLICY BYLAW 5-1.21 DUTIES OF THE CHAIR AND VICE-CHAIR PERSON & PRESIDING OFFICERS

The Board shall elect a Board Chair in September of each year except in an election year, when he/she will be voted in at the Inaugural meeting.

A majority of the Board may elect a new Board Chair at any time (*School Act*).

The interim Chair shall be the Secretary-Treasurer until such time as the Board Chair has been elected.

The interim Chair shall call for nominations for Board Chair three times and declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.

Following the election of the Board Chair, that person shall assume the Chair.

The Board shall elect a Vice Chair in September of each year for a one year term, except in an election year when he/she will be voted in at the Inaugural meeting.

The role of the Board Chair and Vice Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When trustees elect these positions, they are choosing a person who will conduct their official meetings, and a person who will represent them to rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.

The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

Specific Responsibilities Of The Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice Chair, the Superintendent, and the Secretary Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.

3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board's Procedural Bylaw.
4. Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.

~~The Chair of the Board of Education shall preside at the board meetings and perform all duties imposed by Statute.~~

The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon. ~~The Board Chair will conduct the meetings in accordance with Robert's Rules of Order.~~

~~The Board Chair shall appoint all representative and committees of the Board, except where otherwise stated by bylaw, and shall be an ex-officio member of all committees.~~

Specific responsibilities of the Vice Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as needed basis, delegate the presiding officer task to the Vice Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.

Policy 1.21 Duties of the Chair and Vice-Chair

~~The Vice Chair shall have the powers and duties of the Board Chair in the Chair's absence, and such other powers and duties as the Board may determine from time to time. In the event that neither the Board Chair nor the Vice Chair is able or willing to take the Chair, the presiding officer shall be such person as the Board may elect for that meeting.~~



POLICY 1.80 TRUSTEE PROFESSIONAL ENGAGEMENT AND LEARNING

Trustees shall, each year, to the best of their ability, attend the following as a part of the normal business of the Board, and the Board's normal expectations of Trustees.

BCSTA Fraser Valley Branch Meetings	All Trustees
BCSTA Annual General Meeting	All Trustees
BCSTA Trustee Academy / New Trustee Academy	All Trustees
BCSTA Provincial Council	Appointed Trustee
BCPSEA Symposium	Appointed Trustee
BCPSEA Annual General Meeting	Appointed Trustee
Ministry Provincial Chairperson's Meetings	Chairperson

The Board also expects Trustees to participate in appropriate conferences, workshops, and seminars, recognizing the need for, and the value of, taking advantage of learning activities available to trustees. For this purpose, individual trustees are provided with a \$3000.00 annual allocation within the district budget.

Trustees attending other conferences, workshops and training shall make a report to the Board within one month and will make available any relevant conference or workshop materials.

GUIDELINES

1. Attendance for activities require prior approval through the submission of a pre-registration form, a minimum of thirty days prior to the activity.
2. The annual allocation will be pro-rated in an election year.
3. Publications, equipment and supplies related to a trustee's duties can be reimbursed from a trustee's professional development budget.
4. If trustees are uncertain of the applicability of a learning opportunity, they can seek the advice of the Board.
5. Unspent professional development funds can be carried over from year to year. An account will be reset to zero when a trustee retires from the Board or is not re-elected.

**TRUSTEE PROFESSIONAL LEARNING TRAVEL EXPENSES
PRE-REGISTRATION FORM**

Please submit this form to the Secretary-Treasurer ***a minimum of 30 days before the event.***
Once approved, you will be registered at the event and accommodations reserved, and confirmation sent to you as proof of registration.

After the event, you will need to fill out the blue form in order to be reimbursed for your expenses. Your maximum claim for the fiscal year (July 1- June 30) will remain **\$3000**, including registration and all expenses, except for the election year, in which it will be pro-rated July to October to **\$1000**. If re-elected, your claim amount will be **\$2000** (Nov. 1 - June 30.)

NAME OF TRUSTEE: _____

PROPOSED ACTIVITY: _____

DATES OF EVENT: _____

ESTIMATED EXPENSES:

REGISTRATION FEE: _____ \$ _____

MEALS: NUMBER OF DAYS _____ MEALS AWAY COST \$ _____ TOTAL MEAL COST \$ _____

TRAVEL (estimation of mileage, parking, tolls) TOTAL TRAVEL COST \$ _____

ACCOMMODATION: Supply information (hotel, event codes, etc.)

NUMBER OF NIGHTS _____ TOTAL ACCOMM COST \$ _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

OTHER COSTS: _____ \$ _____

TOTAL ESTIMATED COST OF ACTIVITY \$ _____

ACCOUNT CODE TO BE CHARGED (circle one): ***Regular Travel Pro D***

SIGNATURE: _____

TRUSTEE

THIS DOCUMENT will inform the EXECUTIVE ASSISTANT that she proceed with securing event registration and accommodations. Once these are confirmed, she will send the confirmations to the trustee, who may then attend the event. Once back from the event, the trustee will fill out the regular travel expenses and submit as usual.

For office use only:

SECRETARY-TREASURER

BOARD CHAIR

Remaining Funds in Trustee's account: \$ _____

TRUSTEE EXPENDITURE GUIDELINES

Chairperson

Any events attended at the request of the Ministry of Education or other designated authority as the Chair will be reimbursed from the travel budget.

BCPSEA Representative

Any events attended to vote as a Board representative will be reimbursed from the travel budget (ie. AGM).

BCSTA Representative

Any events attended to vote as the Board Representative will be reimbursed from the travel budget (ie. Provincial Council).

BCSTA Branch Representative

Any events attended to represent the Board at a Branch meeting will be reimbursed from the travel budget.

BCSTA AGM

Expenses will be reimbursed from the travel budget.

GENERAL GUIDELINES:

- In-district events will be covered under the travel budget
- Out of district events will be covered by individual trustees' Professional Learning Budget. These events include: BCPSEA Symposium, BCSTA Trustee Academy, SCBA, workshops, and courses chosen by individual trustees.
- Specific requests for equipment or supplies by individual trustees will come from their own Professional Learning Budget
- Supplies and equipment purchases for all trustees (ie. iPads) will come out of regular Trustee supplies account.

Basically, if you CHOOSE to attend something of particular interest to you, expenses related to that event will come out of your own Professional Learning Budget.

If you are obliged to attend an event in your role as a trustee or a trustee representative, expenses for that event will come out of district travel.