

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Governance Policy
Policy Name	Travel Expense
Policy Number	ASD-W-GP11
Effective Date: April 20, 2017	Revised:

<p><u>Policy:</u> Travel expenses will be paid for all activity directly tied to the DEC duties outlined in the ACT, Regulations, or DEC Policies.</p>
<p><u>Guidelines:</u> Directly link the activity to the DEC responsibilities under the Act or in the Regulations. Must be an activity or an event related to DEC policies.</p>
<p><u>Purpose:</u> As guidelines, not rules, there should be some flexibility and some ability to make a judgment call on what is reasonable for good public relations and community engagement.</p> <p>The purpose of this Policy is to provide a common understanding of what is official business and the expectations around the types of events and frequency of these kinds of travel claims.</p>

Criteria:

Considerations:

1. What is your purpose for attending the meeting?
2. Will your participation at this event appear on a DEC agenda or be discussed at a DEC meeting?
3. What will be the subject of the discussion at a future DEC meeting?
 - A. If it relates to DEC goals, responsibilities or other DEC business it should at some point be discussed by the Council.
 - B. At a PSSC meeting the information you gather is relayed back to the Council and you have the opportunity to present information to the PSSC on behalf of the Council. Attending a concert as a member of the audience does not provide the same “value” and may not contribute to the work of the Council.
4. All travel claims for meetings including DEC meetings, a check lists **MUST** be attached to the claim form. ***See Appendix B***

MONITORING:

Method(s)	Frequency	Month
<ul style="list-style-type: none">• Council Self Evaluation (Policy Committee)	<ul style="list-style-type: none">• 1 Time per year	<ul style="list-style-type: none">• December

EVENTS

- Are you representing the DEC at this meeting?
- Consider the difference between attending a PSSC meeting and a holiday concert. Is the DEC member actively participating in the event or just attending?
- Consider the difference between giving a speech vs. being an audience member.
- If you are there to act as a representative of the DEC there should be some recognition of who you are, the role of the DEC, and some responsibility on behalf of the DEC.
- Is there a formal request for DEC representation from Principal or PSSC Chair?
- We would suggest that officially representing the DEC would include either having an official requests to a reasonable expectation that a DEC member would be present.
- If you were ill and unable to attend, would they want another DEC member to attend in your place to represent the Council? i.e. graduation, 409 consultations, PSSC meetings, etc.
- If it is about promoting awareness of the DEC, is there an introduction, a photo opportunity, a chance to speak about or on behalf of the council.



Appendix B

DISTRICT EDUCATION TRAVEL FORM INFORMATION

NAME OF THE EVENT: _____

DESCRIPTION (brief): _____

ROLE: _____

REQUESTED BY:

<input type="checkbox"/> Minister of Education	<input type="checkbox"/> Superintendent
<input type="checkbox"/> Office of the Superintendent	<input type="checkbox"/> DEC
<input type="checkbox"/> School Administrators	<input type="checkbox"/> PSSC Chair
<input type="checkbox"/> PSSC	<input type="checkbox"/> Other _____

PURPOSE:

<input type="checkbox"/>	DEC Chair Meeting or Forum requested by the Minister of Education
<input type="checkbox"/>	Minister appointed Committees (<i>Curriculum, Health, Nutrition, etc.</i>)
<input type="checkbox"/>	Special Committee Requests (<i>PLEP planning, Travel Policy, Operational Policy Discussions</i>)
<input type="checkbox"/>	School Opening Ceremonies
<input type="checkbox"/>	District Appeal Board and School Based Appeal
<input type="checkbox"/>	Hiring Committee requested by PSSC
<input type="checkbox"/>	DEC Standing Committee Meetings requested by the DEC Chair
<input type="checkbox"/>	Requested meeting with School Administrator on PSSC or DEC Related Mandates
<input type="checkbox"/>	Request to attend School Open House or first formal meeting with the School Community
<input type="checkbox"/>	Request to participate in a School Review within your Sub-district
<input type="checkbox"/>	DEC Information or Public Meeting
<input type="checkbox"/>	PSSC Meeting and/or PSSC Chair Meeting
<input type="checkbox"/>	PSSC School scheduled event – related to: Literacy, Numeracy or SIP Planning
<input type="checkbox"/>	Other: _____