

Lowell School District 71

Code: **BHD**
Adopted: 10/12/87
Readopted: 3/17/14
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

In order to enhance the expertise, knowledge, training, background and effectiveness of Board members, the district encourages attendance at workshops, seminars, conferences, conventions and meetings, directly associated with public education. Members will be reimbursed from district budgeted funds for expenses incurred.

Reimbursements

Board members – Attendance at workshops, seminars, conferences, conventions and meetings will be limited by the total financial funds placed in the school budget. Board member attendance will be regulated as follows:

1. Reservations

Reservations will be made by the superintendent and, whenever possible, the district will be billed for registration fees, motel/hotel charges, materials costs and other related expenses directly associated with the activity.

2. Attendance

- a. In-state – No Board approval required.
- b. Out-of-state – Approval by majority of other Board members.

3. Financial Limitations

- a. Per diem for meals as established by the Board or state and federal law.
- b. Mileage for use of private vehicles will be reimbursed based on IRS mileage rate in effect at the time of use.
- c. Registration fee.
- d. Motel/hotel room charges.
- e. Material costs.
- f. Other related expenses.
- g. Alcohol related expense shall not be reimbursed.

4. Reimbursement Procedures

- a. Individual expenses incurred will be reimbursed to the Board member, by the superintendent, upon verification of expenses.
- b. Receipts must be submitted to the superintendent within one month of the conclusion of the activity and prior to the conclusion of the fiscal year, June 30.

5. Advanced Funding

There will be no advanced funding paid to any Board member.

6. Reports

Each member will present an oral or written report of the activity to the other Board members at the next Board meeting.

7. Entertainment Expenses

Expenses incurred by any Board member for entertainment will not be paid from district funds.

END OF POLICY

Legal Reference(s):

[ORS 244.020\(15\)](#)
[ORS 244.040\(1\)\(a\)](#)
[ORS 244.040\(2\)\(c\)](#)
[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 93A-1007 (Nov. 18, 1993).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Cross Reference(s):

BBAA - Individual Board Member's Authority and Responsibilities
BHB - Board Member Development
DLC - Expense Reimbursements