

Newberg School District 29J

Code: **BHB**
Adopted: 10/11/04
Readopted: 7/10/06
Orig. Code(s): 1220

Board Member Development

The Board values continuing education for its members that contributes to the effectiveness of the Board and benefits district students, staff and parents. Travel by Board members may be requested for the purpose of continuing education, to present district programs or to discharge some other Board duty. To qualify for district reimbursement, travel by a Board member must receive prior approval of the Board.

Criteria for consideration for travel approval include: availability of funds, a rotation to ensure an equal opportunity for all Board members to attend regional and national conferences and other needs that the Board or its chair may identify.

The Board recognizes that travel by a quorum of the Board to official events may create the appearance of a violation of the open meetings law. Therefore, during travel by a quorum, deliberation shall be avoided.

Provisions for Board travel include:

1. Travel plans shall be made in a timely and economical manner. Travel reservations may be made by the Board administrative assistant for the Board member and travel companion only. The district may pay for the Board member's tickets in advance but cannot pay for the Board member's travel companion.
2. Board travel reimbursement shall cover only the approved expenses of the Board member. Any additional expenses for a travel companion, including the difference in room rate between a single and double rate, shall be the responsibility of the Board member.
3. When a Board member is combining a school business trip with other travel, he/she shall make his/her own arrangements and take care to segregate expenses, assuring that the district pays no more for the trip than if the Board member had traveled to or from the Board business occasion directly and prudently.
4. Travel expenses may be requested in advance or Board members may ask for reimbursement. In either case, receipts must be submitted. Unspent advancement funds shall be reimbursed to the district. With the exception of meals that are part of conference fees, staff meal limits apply. See Policy DLC – Expense Reimbursements.

The superintendent shall develop administrative regulations to implement the requirements of this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.018\(3\)](#)

[ORS 332.107](#)

Cross Reference(s):

BH/BHA - Orientation of New Board Members