

BOARD OF EDUCATION MEMBER COMPENSATION AND EXPENSES/INSURANCE/LIABILITY

Board of Education members shall receive no compensation for their services. However, upon submitting expense forms and supporting documentation including, but not limited to original receipts, for expenses incurred in carrying out specific services, Board of Education members may be reimbursed from district funds for costs related to Board of Education business.

An overall, general-purpose expense limit per Board of Education member will be identified in the adopted annual budget. Board of Education members may allocate this amount between local costs and out-of-district events, e.g., conferences/professional meetings, as deemed most effective for performing Board of Education member duties. Funds may not be transferred within the individual Board member's expense accounts (2312X) without Board approval. In general, spouses will pay their own expenses at Board of Education related functions.

A separate Board expense account will be set up in the adopted annual budget to cover necessary officer or designee expenses incurred in the performance of duties in an official officer capacity. Members of the Board of Education, who are officers, will be reimbursed over and above the general-purpose expense limit for these expenses.

District expense reporting and reimbursement guidelines will be followed as outlined in File: DKC. The Treasurer of the Board of Education shall approve or disapprove, within the limits of the adopted budget and other policies and procedures, all requests for reimbursement of expenses incurred by members of the Board of Education. Any request for expense reimbursement disapproved by the Treasurer may be appealed to the Board of Education for final decision. The President of the Board of Education shall approve the expenses of the Treasurer. Any request for expense reimbursement by the Treasurer and disapproved by the President may be appealed to the Board of Education for final decision.

The District shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board of Education.

Local Expenses

A Board of Education member may be reimbursed for local expenses related to Board of Education business as follows:

- Automobile mileage - except for Board of Education meetings and travel to and from the Administration building. Reimbursement is approved at the rate per mile allowed for district employees.
- Meals - actual cost for meals during meetings pertaining to official board business may be reimbursed up to the rates provided by the United States General Services Administration. Detailed original receipts are required along with the individual's names and the purpose of the meeting.
- Parking fees.
- Banquet Ticket, and/or similar event - actual expenses for banquets or other events that a Board member attends representing the Board of Education will be reimbursed up to \$100.00.
- Communications - long distance calls related directly to Board of Education business, other direct phone expenses including cellular phone or a second phone line used only for Board business, and access to internet e-mail not provided by the district under equipment and supply expenses.
- Childcare necessary for attendance at Board of Education-related functions/visits where the Board of Education member is representing the Board of Education. Childcare may also be reimbursed for attendance at Board of Education meetings.
- Miscellaneous - Magazines, journals, and similar reference materials directly related to Board of Education business; administrative supplies and postage.

Board Of Education Member Compensation And Expenses/Insurance/Liability – page 2

Conferences Expenses

Reimbursable expenses may include the cost of attendance at conferences of school Board of Education associations and other professional meetings/visitations, both in state and out-of-state, which are not included in the categories established for local expenses.

- A Board member wishing to attend an approved conference or professional meeting/visitation must submit to the Board office a *Board Member Master Expense Request* including all estimated costs in accordance with the Board policy DKC. After a Board member attends a conference or professional meeting/visitation they must furnish original, detailed receipts for all approved expenditures along with the completed *Board Member Master Expense Request* to the Treasurer for approval and processing.

Equipment and Supply Expenses

Equipment provided to support board Members (unless Board member prefers to provide equivalent capability):

- Computer and software compatible with district requirements
- Printer/fax machine capability
- Access to Internet and email
- Operating Supplies

Revised June 1988
Revised March 1995
Revised April 1999
Revised October 2003
Revised May 2005

LEGAL REFS.: C.R.S. 22-32-104(5)
C.R.S. 22-32-110 (1)(n),(u),(4)
C.R.S. 24-10-102 et seq.
C.R.S. 24-18-104 (3)(d),(e)

CROSS REF.: BIBA, School Board of Education Conferences, Conventions and Workshops
DKC, Expense Authorization/Reimbursement
EI, Insurance Management
DAR, District Acquisition Regulations
KCA, School Community Relations