

## **Board Member Compensation and Expenses/Insurance Liability**

The purpose of this policy is to set reasonable limits on Board expenditures while recognizing the legitimate need for members to attend training, seminars and community events. The Board believes that attending an appropriate number of these activities is essential for members to be effective in their roles and engaged in the community.

Board members shall receive no compensation for their services. However, upon submitting expense forms and supporting documentation for expenses incurred, Board members may be reimbursed from district funds for costs related to Board business.

Reimbursable expenses include the costs for:

- Conferences of school board associations and other professional meetings
- Conferences intended to increase the effectiveness of Board members or provide information on educational issues
- Events at which the Board agrees in advance that it is appropriate for one or more member(s) to represent School District 60
- Meetings, hearings or events where a Board member's presence is needed to represent the district in a legal proceeding
- Meetings or events where a Board member's presence is intended to improve the ability to qualify for funding or a grant
- Community events the Board agrees in advance provide a significant opportunity to advance the cause of the district
- Actual expenses for postage, phone or other communications related to school Board business
- Board members may utilize a district calling card if they request one

In general, reimbursable expenses shall not include the cost for any person to accompany the Board member to attend a conference, event or meeting. In the case where a Board member chooses to have another person accompany him or her to an event, the Board member shall be responsible for any incremental travel, lodging, or meal cost(s). An exception to this guideline occurs when a Board member attends an event where it is expected that a spouse or guest will accompany the Board member.

In any case the following are not reimbursable:

- Any costs above those allowed for employees traveling on district business. This includes mileage, lodging and per diem guidelines

- Any purchase of alcohol

An overall, general purpose budget for Board members events and travel will be identified in the Board portion of the adopted annual budget. Each Board member will be allocated an equal amount of money to attend events of the member's choosing, consistent with the provisions of this policy. The remaining money shall be available for the Board to spend through the course of the year as it deems appropriate. The Board may choose to not specifically allocate all funds at the time of the budget approval.

Examples of how the Board may choose to spend the money allocated to the full Board include:

- Costs of a periodic retreat for the Board
- Costs of a seminar, training or event(s) that all Board members will attend
- Additional funding for the purpose of orienting new members to the Board
- Surveys, focus groups or similar efforts to gain understanding of public opinion on a topic
- Reimbursement to an individual member who requests funding above his or her allocation

Board members shall be responsible for bringing requests for spending beyond their allocation to the full Board. A member who exceeds his or her allowance, without approval of the Board to cover the additional amount, shall be responsible for the expenses over the allowance.

The Board shall review its budget, current spending and planned spending on at least a quarterly basis. As part of this review the Board may discuss how to distribute attendance at events in order to achieve the maximum benefit. The Board secretary shall maintain an event matrix listing seminars, training and events that Board members are invited to attend. All decisions regarding how to spend the money allocated to the full Board will be made with an open session vote.

District expense reporting and reimbursement guidelines will be followed and the president of the Board shall approve or disapprove, within the limits of the adopted budget and other policies and procedures, all requests for reimbursement. Approval of expenses for the Board president, or in cases where the Board president is unavailable, shall be made by the Board vice president. If a reimbursement request is disapproved it may be appealed to the full Board for final decision.

Board members are encouraged to follow these guidelines:

- Coordinate attendance at community events to cover the maximum number of events as possible. This is not intended to limit attendance at events where attendance of the full Board is customary or appropriate.
- Limit travel and expenses as the member's term approaches its end.
- When attending a conference, convention or event that is not attended by the full Board, members should share information, recommendations and materials acquired at the meeting.

The Board 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.

Adopted: July 8, 2003

Revised and recoded: December 19, 2013

LEGAL REFS.: 20 U.S.C. 2361 through 2368 (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members*)  
C.R.S. 22-12-101 *et seq.* (*Teacher and School Administrator Protection Act also limits liability of school board members*)  
C.R.S. 22-32-104(5) (*board member compensation*)  
C.R.S. 22-32-109.1(9) (*immunity provisions in safe schools law also apply to school board members*)  
C.R.S. 22-32-110(1)(n), (u) (*power to provide necessary expenses*)  
C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)  
C.R.S. 24-18-104(3)(d), (e) (*reimbursements are not considered gifts*)

CROSS REF.: EI, Insurance Program/Risk Management