

BOARD MEMBER COMPENSATION AND EXPENSES

As permitted by law, the Board votes prior to January 1 to set the rate of compensation for the newly elected or re-elected members of the Board. Compensation for Board members may not be changed during their terms of office. Changes in compensation for Board members must be made prior to the beginning of their respective terms. Board member compensation shall not exceed the maximum rate established by law. Board members may be compensated for a maximum of thirty (30) meetings attended per year. Board members are only paid for regular, special, emergency, or organizational meetings of the Board, as well as training and professional development as permitted by law. Committee and liaison work is not paid.

Board Service Fund

Action is taken at the annual organizational meeting on the establishment of a Board “service fund” to pay expenses actually incurred by Board members or members-elect in their official duties, provided that each such member or member-elect applies for such payment with a written statement of his/her expenses as provided in O.R.C. §3315.15. The sum set aside will not exceed the maximum amount permitted by law. This fund is used at the Board’s discretion to provide for members’ participation in workshops and conferences, for new Board member orientation and development, and for other expenses in connection with assigned duties. However, committee and liaison work shall be unpaid duties.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the district, regardless of fund type, must fall within the scope of serving a public purpose. The determination of what expenditures fall under the scope of a public purpose rests with the Board through Board policy pursuant to Ohio law. It is the Board’s determination that the following expenditures are a necessary part of the effective function of the extra and cocurricular programs concerned, once reviewed and approved by the Superintendent.

- A. Awards;
- B. Recognition and incentive items for employees and/or volunteers; and
- C. Prizes/awards/programs for students through student activity funds.

The purpose of this policy is to permit the Superintendent, at the discretion of the Board, to honor its employees and nonemployees with plaques, pins and other tokens of appreciation to include meals, refreshments or other amenities which further the interest of the district.

The Board affirms that the expenses incurred as listed above do serve public purposes which include the promotion of education by encouraging staff morale as well as support for the

district's educational program with citizens, members of the business community, advisory committee members and associated school districts. Expenditures are subject to approval by the Superintendent and Treasurer.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a district official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the district.

Insurance

Each Board member shall be permitted to request coverage for themselves and/or families in the district's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute a "pecuniary interest" in any contract as provided in O.R.C. §3313.202(D).

Board Member Expense Reimbursement Procedures

1. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
2. Under normal conditions, Board members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
3. Travel should be by the most direct and economical route.
4. For official travel other than by automobile, tickets may be purchased by the district in advance, upon request of the individual involved.
5. In all instances of travel reimbursement, itemization of expenditures is required.
6. Board members are expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.
7. All other expenses require an approved purchase order in advance of the purchase to be eligible for reimbursement.

Reimbursement

1. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on forms provided for that purpose.
2. Travel outside the district will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare between conference destination and terminal upon arrival and return is allowable with receipt.
3. Lodging will be reimbursed at a reasonable per diem rate and meals will be reimbursed at a rate not to exceed the IRS established rate, only if an overnight stay is required. For official business meetings outside the county but not required by an overnight stay, a maximum of \$20 will be reimbursed for meals subject to IRS regulations. All claims for meals must be supported by original receipted bills.
4. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls and reasonable tips (no more than 15% of the subtotal) will be made upon presentation of supporting receipts.
5. Registration fees are reimbursable with a valid proof of attendance.
6. In order to receive the appropriate sales tax treatment, Board members need to obtain the tax exemption documents from the Treasurer's office before registering at the hotel. Sales tax on hotel bills is not reimbursable.
7. At no time will the district reimburse any part of a receipt that includes an alcoholic beverage.
8. At no time will the District issue reimbursement for expenses incurred through use of a credit card, debit card, or gift card resulting in personal gain to the Board member (i.e. travel miles, reward points, etc.).

LEGAL REFS.: O.R.C. §3313.12; 3315.15; 3313.202

Adopted: August 1, 2018