

## **BOARD OF EDUCATION MEMBER COMPENSATION AND EXPENSES/INSURANCE/LIABILITY**

Colorado Springs School District 11 Board of Education (Board) 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 previously authorized by the Board incurred in carrying out specific services, Board members may be reimbursed from Colorado Springs School District 11 (the District) funds for costs related to Board business. Board members will be required to submit an Expense Request form in order to get pre-approval and an estimate of costs.

An overall, general-purpose expense limit per Board member will be identified in the adopted annual budget. Board 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 member duties. Funds may not be transferred within the individual Board member's expense accounts (2312X) without Board approval. Spouses will pay their own expenses at Board related functions.

A separate Board expense account may 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, 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 Policy DKC. Board members shall not be reimbursed for any personal expenditure that is prohibited by law including, but not limited to, contribution to the nomination, retention, or election of any person to any public office; or contribution to any other organization or non-profit. Board funds shall not be used to make purchases or donations to individual schools. The Treasurer of the Board 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. The President of the Board shall approve or disapprove the expenses of the Treasurer. Any disapproved request for reimbursement may be appealed to the Board 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.

### **Local Expenses**

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

- Mileage - Reimbursement for the Board is approved at the rate per mile allowed for District employees.
- Meals – actual costs for meals during approved 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 name and the purpose of the meeting.
- Parking fees.
- Banquet Ticket, or similar event - actual expenses for banquets or other events that a Board member attends representing the Board will be reimbursed up to \$100.00.

- Communications - Board members may be provided a cell phone for conducting Board business, or, if a Board member chooses not to use a District phone, the member may be reimbursed up to \$30.00 per month for personal phone use. Board members will be reimbursed up to \$30.00 per month for personal phone use and up to \$30.00 per month for internet access.
- Miscellaneous - Magazines, journals, and similar reference materials directly related to Board business; office supplies; and postage.

### **Conferences Expenses**

Reimbursable expenses may include the cost of attendance at conferences of Board 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
- Access to Internet and email
- Operating Supplies
- District cell phone

Revised June 1988

Revised March 1995

Revised April 1999

Revised October 2003

Revised May 2005

Revised June 22, 2011

Reviewed June 19, 2013

Reviewed February 10, 2016

LEGAL REFS.: C.R.S. 1-45-117  
C.R.S. 22-32-104(5)  
C.R.S. 22-32-110 (1)(n),(u)  
C.R.S. 24-10-102 et seq.  
C.R.S. 24-18-104 (3)(d),(e)

CROSS REF.: DKC, Expense Authorization/Reimbursement  
EI, Insurance and Self-Insurance Program/Risk Management  
KCA, School Community Relations