

**Bylaws of the Board
Compensation/Reimbursement For Expenses**

BB 9250

The Santa Cruz County Board of Education and the Santa Cruz County Office of Education recognize that participation in and attendance at conferences, seminars, workshops and education related meetings is a primary means of affording Board trustees the opportunity to update necessary skills and to network with other professionals.

COMPENSATION

Each member of the County Board of Education who actually attends the regularly scheduled board meetings held in any calendar month shall receive as compensation for his or her services a sum not to exceed two hundred dollars (\$200) per month (E.C. 1090(a)(4)).

A member of the County Board of Education may be paid for any meeting for which he or she is absent if the Board by resolution duly adopted and included within its minutes finds that at the time of the meeting the absent board member was performing services outside the meeting on behalf of the Board, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. (E.C.1090(d)).

Each member of the Santa Cruz County Board of Education who uses his or her privately owned automobile in the discharge of necessary official duties as a member of the County Board of Education, shall be allowed the same mileage reimbursement rate as that allowed to employees of the County Office of Education who use privately owned vehicles in the performance of their duties for the County Office of Education. (E.C.1090(e)).

Board members are encouraged to be involved in other community and education-related activities, committees and organizations; however, only mileage expenses are reimbursable.

TRAVEL AND CONFERENCE EXPENSES

The Board shall be reimbursed for any actual and necessary, preapproved travel expenses incurred in the course of their duties upon submission of original itemized receipts (E.C. 1081). Travel includes attendance at any of the following: workshop, seminar, convention, conference or other meeting of benefit to the County Office of Education. The County Board of Education may select a member or members of the Board to attend meetings or conventions of any society, association or organization for which the Board has subscribed for membership. (E.C. 1096)

An amount not to exceed \$2,000.00 shall be available each fiscal year to each member of the Board for conference and travel. In-county mileage reimbursement shall be included in the \$2,000.00 travel allocation. If a Board member elects not to use his or her full allocation, the Board, as a body, may designate the intended or actual unused funds to other Board members for travel and conference. Unused travel funds will not be carried forward.

Compensation/Reimbursement For Expenses (cont.)

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Members of the Board who have been designated or elected as an officer or delegate to a regional or state organization of which the Santa Cruz County Board of Education is a member, shall be allocated an additional \$1,000.00 each fiscal year against which reimbursement shall be separately monitored. The allocation shall coincide with the Board member's term of office on the regional or state organization.

If travel is expected to involve costs to the County Office of Education other than mileage, a Travel Request Form shall be prepared by the Board member and shall include a detailed cost estimate. The County Superintendent of Schools shall approve the Travel Request form as appropriate.

Board members are encouraged to submit all travel claims and mileage reimbursement claims no later than the month following approved travel.

Legal References: E.C. §§ 1090(a)(4), 1090(b), 1090(d), 1090(e), 1081, 1096

Adopted 4/17/2014