

SOUTHERN LEHIGH SCHOOL DISTRICT
5775 Main Street
Center Valley, PA 18034

TO: Southern Lehigh School Board
FROM: Board Policy Committee
SUBJECT: Rescission of Policy
DATE: November 29, 2016

The committee is recommending that the following policy be rescinded due to the fact that it is covered in Policy 004 Local Board Procedures: Membership.

Policy No. **Title**

Policy 018 Local Board Procedures: Board Attendance at Meetings/Conferences

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD ATTENDANCE AT
MEETINGS/CONFERENCES

ADOPTED: June 26, 1995

REVISED: February 14, 2011

*Replaces former
Policy 8311*

018. BOARD ATTENDANCE AT MEETINGS/CONFERENCES

In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- A calendar of state and national school management conferences, conventions, and workshops of interest to the Board shall be reviewed periodically at Board meetings. The Board will determine, within budgetary constraints, which conferences should have board representation and the number of attendees.
- The President will appoint members to attend conferences based on the need of the district and board member committee assignments.
- *For meetings and conferences exceeding \$100, no member of the Board may attend a meeting at Board expense without prior Board approval or approval of the Board President in certain circumstances, when prior approval is not practical. If time does not permit entire Board approval, the President shall seek approval from the other Board officers for his/her approval to attend a conference. Conference requests under \$100 should be processed through normal channels. All conference attendance and reimbursement requests shall follow the same processes and limits as those set for District employees.*
- Funds for participation at such meetings will be budgeted on an annual basis.
- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting which will be beneficial to the school district.

- An Application for Attendance FORM 018A shall be completed and submitted to the Board Secretary.

All Board members wishing to receive reimbursement should complete the Application for Reimbursement of Expenses FORM 018B:

- Travel - should have prior approval by the Board. In an emergency or under certain circumstances such approval may not be practical; therefore, members may travel but must have prior approval by the Board President, subject to review after the fact by the Board which has the right to reject the payment.
- Mileage - must be recorded for all car travel. If other means are used, then receipts should be provided to the Business Office. All mileage is to be figured from the Board members' homes to the destination. Reimbursement shall be at the rate per mile established annually by the Business Office.
- Lodging and Meals - separate receipts should be provided for lodgings and meals. No reimbursement for alcoholic beverages will be made. Reimbursement shall not exceed current employee reimbursable rates for conferences.
- Registration Fees - the District will reimburse members for registration fees for approved conferences.
- Travel Insurance - Board members will be covered under the P.S.B.A. Travel Accident Policy.
- Incidentals - the Board will reimburse all tolls, taxi, limousine and parking fees. Reimbursement for tips is not to exceed 15% of total amount paid for the particular service.

The Treasurer will only pay after receiving the properly completed reimbursement form and after Board approval of payment.

Advance payments may be made upon presentation of an estimate of expenses to be incurred, to be followed upon return from travel by an itemized statement of expenses actually incurred. A refund will be made to the district of any funds remaining, or an additional payment will be made to meet the verified expenses actually incurred.