

BOARD OF EDUCATION MEMBER COMPENSATION AND EXPENSES/INSURANCE/LIABILITY

The taxability and tax status of all compensation, expense reimbursement, and other payments that the district makes to, or on behalf of, the members of the Board of Education is determined by applicable state and federal law. Board members must follow the Board's policy or administratively established procedures for claiming and substantiating all amounts for which payment or reimbursement is requested.

The Treasurer of the Board shall approve or disapprove, within the limits of the adopted budget and other policies and procedures, all requests for compensation and/or reimbursement of expenses incurred by members of the Board. The President of the Board shall approve or disapprove the compensation or the expenses of the Treasurer. Any disapproved request for reimbursement may be appealed to the Board for final decision.

Compensation for Board Service

The District shall compensate Board members, upon request, for performing "Official Board Duties" for the District. Board members shall be compensated for up to six days per month at a rate of \$150 per day. For purposes of this policy, "Official Board Duties" means:

1. Attending regular or special meetings of the Board or any work sessions, Board retreats or professional development or training for the Board; and
2. Attending special Board-related activities, specifically: negotiations with employee groups, town hall meetings, commencement activities, other meetings mandated by the Board as the Board representative, and other activities for which prior approval by the Board was obtained.

For purposes of compensation, the District will treat Board members in a manner similar to "temporary workers." In this regard, Board members:

1. Are not entitled to participate in the District's employee benefits programs; and
2. Are subject to tax and other withholdings, including, but not limited to PERA withholding.

To receive compensation from the District, a Board member must first complete, sign, and submit the following items to Human Resources:

1. A "W-4 (Employee's Withholding Certificate)" form;
2. A "New Hire Data Sheet;"
3. A "Statement Concerning Your Employment in a Job not Covered by Social Security;"
4. An "I-9 (Employment Eligibility Verification)" form;
5. A consent to conduct criminal background check form; a "Selected Applicant Certification"

form regarding the Board member's criminal convictions;" and a "Pre-Hire Checklist" regarding the Board member's criminal history; and

6. A "Mandatory Direct Deposit Form for Payroll."

If a Board member seeks compensation from the District for one or more days on which he/she performed Official Board Duties, the Board member must request such compensation on a District-approved form and specify the days on which the Board member performed such duties for the District. Forms must be submitted to the Secretary to the Board of Education by the 15th day of the month following the month in which the Board member performed Official Board Duties, and all requests for the prior month must be submitted at the same time.

Board members may waive their rights to compensation by not submitting a request for compensation by the 15th of the month following the month in which the Board member performed Official Board Duties.

The Board may increase the amount of compensation Board members receive subject to the restrictions set forth in applicable state law.

Reimbursement for Board Service

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. Transfer of funds within individual Board member's expense accounts and/or increase of individual Board member's general-purpose expense limit requires 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.

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.

- Miscellaneous - Magazines, journals, and similar reference materials directly related to Board business; office supplies; and postage.

Conference 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
- Access to email
- Operating Supplies
- District cell phone

Insurance and Liability

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.

The Board will rely on the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq. (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

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

Reviewed February 24, 2021

Revised January 24, 2024

LEGAL REFS.: 20 U.S.C. 7941 through 7948
C.R.S. 22-12-101 et seq.
C.R.S. 22-32-104 (5)
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-110 (1)(n), (u)
C.R.S. 24-10-101 et seq.
C.R.S. 24-18-104 (3)(d), (e)

CROSS REFS: DKC, Expense Authorization/Reimbursement
DKD, District Travel Policy
DKD-R District Travel Regulation
EI, Insurance and Self-Insurance Program/Risk Management KCA,
School Community Relations