

**HEMPSTEAD PUBLIC SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
JULY 19, 2018  
MINUTES**

The special meeting of the Hempstead Public Schools Board of Education was held in the high school board room, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 5:40 P.M. All of the Board Members were present. Trustee Stith arrived at 5:43 P.M. The purpose of the meeting was personnel discussion.

**BOARD MEMBERS PRESENT:**

LaMont Johnson	President
Carmen Ayala	Vice President
David B. Gates	Trustee
Patricia Spleen	Trustee
Randy Stith	Trustee
Jack Bierwirth	Trustee Ex-Officio

**STAFF MEMBERS PRESENT:**

Regina Armstrong	Acting Superintendent of Schools.
Rodney Gilmore, Ed. D.	Associate Superintendent for Human Resources
Patricia Wright	District Clerk
Johnathan Scher	Labor Counsel

**Trustee Stith moved, seconded by Trustee Ayala to convene to executive session at 5:46 P.M. to discuss personnel and legal counsel advice.**

<b>MOTION</b>	<b>YES 5</b>	<b>MOTION CARRIED</b>
To convene to executive session		

**Trustee Stith moved, seconded by Trustee Spleen to reconvene to open session at 8:48 P.M.**

<b>MOTION</b>	<b>YES 5</b>	<b>MOTION CARRIED</b>
To reconvene to open session		

**Trustee Johnson moved, seconded by Trustee Ayala to approve the 1<sup>st</sup> reading to amend policy # 2522 as indicated.**

**SPECIAL MEETING MINUTES  
JULY 19, 2018**

1. **RESOLVED**, that the Board of Education approves the 1<sup>st</sup> reading to amend policy # 2522" Education Travel and Reimbursement". Attached

**MOTION**

**YES 5**

**MOTION CARRIED**

To amend policy # 2522

**Trustee Gates moved, seconded by Trustee Stith to adjourn the meeting at 8:49 P.M.**

**MOTION**

**YES 5**

**MOTION CARRIED**

Meeting adjourned

Respectfully submitted:

Patricia Wright  
District Clerk

**HEMPSTEAD UNION FREE SCHOOL DISTRICT**

**Section 2000 - SCHOOL BOARD GOVERNANCE AND OPERATIONS**

**2522 EDUCATIONAL TRAVEL EXPENSE AND REIMBURSEMENT**

**2522 EDUCATIONAL TRAVEL EXPENSE AND REIMBURSEMENT**

Board members and the Superintendent of Schools shall be reimbursed for the cost of attending educational conferences and other Board and district related business activities. Reimbursement will be made for travel, lodging when event is less more than ten (10) (20) miles from the school district, meals, gratuities, and other reasonable expenses incurred on behalf of the school district provided the following standards are met:

1. air travel shall be tourist class. Upgrading is allowable at Board Members or employee's own expense;
2. hotel rate to be paid shall be in accordance with the hotel rates announced by the sponsoring organization. If the cost for lodging exceeds the amounts listed in Exhibit 2, it shall require approval by the board before the conference stay is confirmed;
3. auto rentals shall be limited to one compact car, to be used for all members attending the conference;
4. hotel and evening meal reimbursement shall be allowed for the day before the conference begins and breakfast reimbursement for the day after it ends;
5. within two months of the conference, Board members should personally share their experience with other Board members and the public at a Board meeting; and
6. Board of Education members, with the exception of the President, will not have access to a district credit card to cover expenses. The District Clerk shall use a master credit card for securing lodging for Board members at conferences. The President may use the credit card for incidental expenses for themselves and other members attending the conference or meeting. Board of Education may use personal funds or a cash advance to cover expenses when on official school district business. The Board member shall account for amounts spent out of a cash advance, or personal expenses by submitting the proper documentation.. and receipts are presented to the District Clerk. Once received, the Board Member shall be reimbursed if needed The Superintendent may use personal funds, a district issued credit card or a cash advance to cover expenses while on official school district business. The Superintendent shall account for amounts charged against the credit card, spent out of a cash advance, or personal expenses by submitting the proper documentation and receipts to the Business office. Once received, the Superintendent shall be reimbursed if needed

The receipts must show the exact amount charged to the credit card or spent out of the cash advance.

1. the Board and Superintendent may authorize transportation and lodging expense to be placed on their district credit card. The Superintendent may also authorize issuing purchase orders to secure lodging and transportation services;
2. when traveling involves an overnight stay, Board members and Superintendent only, may request a cash advance of \$100.00 per day for each full day of educational travel. Cash

advance can be used for meals, in town transportation, portage, parking, tolls, mileage, tips and educational materials designed to enhance board governance skills. To report how the cash advance was used, itemized expense form with receipts should be submitted within 72 hours after returning to the district. Under no circumstances shall a cash advance request be granted for anyone other than those specified above;

3. reimbursement for personal expenses paid by an individual may be claimed by submitting "conference expense form" to the District Clerk or designated business office staff;

4. no meal or room service charge is to be placed on the hotel room bill. If room service is charged to the room during the stay at the hotel, it should be paid at the time of checkout and claimed appropriately upon return to the district. When meals are included as part of the conference, meal reimbursement may not be claimed. Only meals actually taken during educational travel may be claimed. Receipts must be provided to substantiate meal expense and the number of people covered by the expense;

5. reimbursement for expense other than meals may be claimed and must be accompanied by receipts, where applicable. These expenses might include such items as lodging, transportation, mileage, tolls, parking, coach fares on airlines, local transportation, gratuities, and educational materials designed to enhance board governance skills. If the total reimbursement claimed is greater than the advance received, the district will reimburse the difference. If the amount claimed is less than the advance received, the individual must return the remaining funds to the district.

6. all receipts submitted for reimbursement or credit must include:

- a. the date, expense incurred;
- b. the reason for the expense, i.e. meal, travel, and lodging; and
- c. a listing of individuals taking part in the expense.

Charges which are not reimbursable should not be claimed on conference expense forms. The district may choose to send a bill of charges to anyone who:

1. fails to file an expense form with the proper documentation of how the cash advance was used; and
2. deliberately charged items to the district that are not reimbursable.

Before a new travel request is processed, all outstanding cash advance funds and credit card charges must be accounted for.

Adoption date: July 11, 2001

Revised Adoption date: July 6, 2006

This Policy has been revised to reflect changes to Credit Card Policy [6665](#) on February 3, 2011

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**HEMPSTEAD UNION FREE SCHOOL DISTRICT**