

Section 3000 – Fiscal Management

The Board of Education of the School District of the City of Saginaw believes well-informed Board members are essential to a quality school operation. The Board further acknowledges that lay citizen governance of public schools in Michigan is the basic foundation principle of citizens' control of their schools. To make informed decisions on the many issues confronting them, Board members must be current and knowledgeable on the many fronts of education.

It is the responsibility of the Superintendent and his/her staff to conduct ongoing in-house information and in-service programs for Board members. It is recognized, however, that many worthwhile conferences and meetings relevant for school Board members are conducted by various education-related associations and organizations. Participation in these outside activities provides an added dimension supporting quality Board member growth and development.

It is further recognized that Board members may be called upon, as part of their responsibilities or official duties, to participate in various school and/or community activities where expenses are incurred and should be assumed by the District.

The following basic policy statements apply:

1. Board member involvement in conferences, in-service activities and training programs is encouraged to develop maximum individual Board member proficiency.
2. Board member participation at school expense in external in-service activities, conferences or other training programs shall be approved by the Board of Education.
3. Expenses related to the following specific categories of duties and functions may be approved as reimbursable expenses:
 - a. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes and workshops at the local, state and national levels. Expenses include costs of travel, lodging and meals where these expenses are directly related to attendance at the conference, seminar, class or workshop.
 - b. County and regional education-related association or intergovernmental meetings.
 - c. Attendance at educational or civic programs and functions where the Board member is designated as the Board's official representative, delegate or spokesperson. (This category does not include political activities of any kind.)
 - d. School business travel, air travel at coach rate, automobile mileage at the Internal Revenue Service approved rate per mile, plus tolls, taxi or rental car allowances at current prevailing rates for travel outside the District when necessary to attend a function on this schedule.
 - e. Telephone calls directly related to the approved activity or to notify immediate family of arrival and pending departure.
4. The Board of Education must approve, in a public meeting, the following expenses before being incurred:
 - a. Payment of Board member expenses authorized in paragraph 3 above,

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3590 Board Member Reimbursement of Expenses

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- b. The reimbursement of a Board member's expenses for an official duty or function not authorized by Paragraph 3 above,
 - c. The reimbursement of a Board member's expenses for an amount exceeding the amount authorized by Paragraph 3 above.
5. Upon completion of the activity, the Board participant shall file a financial report with the Business Office.
 6. Expenses of spouses, other family members, or non-District staff accompanying Board members in discharging their official duties or performing authorized functions are not reimbursable.

Approved: December 13, 2006

LEGAL REF: MCL 380.11 a; 380. 1254 129.241 *et seq.*

3600 Reimbursement of Expenses-Employees (Cf. 3590, 5330)

3600

District personnel who are pre-approved to incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or as provided in duly negotiated agreements upon submission of an approved voucher and supporting receipts.

Unless individual expenditure rates are set by contract, all individuals will follow the same rates of reimbursement as stipulated for Board members.

Approved: December 13, 2006

LEGAL REF: MCL 380.1254