

Board Member Compensation and Expenses

GP-12

The Board wishes to demonstrate judicious stewardship of the public funds entrusted to its care, while acknowledging the costs in both time and money of Board service. Board members shall be compensated for expenses incurred in performing their responsibilities and may receive limited compensation as allowed by law for time devoted to Board service that benefits the district, including attending board meetings and performing other services on behalf of the school district.

1. Each Board member shall receive compensation for his/her services, if claimed, at the rate of \$25 per completed hour of service, up to a total of not more than \$50 per day, and not more than \$4,800 per year. All meeting compensation forms for the school year will be submitted no later than September 15th of the subsequent school year.
2. Board members shall have reimbursable out-of-district travel pre-authorized by one of the following persons: Board President or Vice-President. Pre-authorization is not required for in-state attendance of meetings or training sessions sponsored by the Washington State School Directors Association (WSSDA).
3. When Board members incur expenses in carrying out their responsibilities as Board members, they may be reimbursed from District funds upon submission of vouchers and supporting receipts consistent with District requirements. Such vouchers must be acknowledged by the Board President or Vice-President. In addition:
 - a. Board members will check out credit cards for district use not earlier than one board meeting prior to approved travel, and will return credit cards not later than one board meeting after travel is completed.
 - b. Board members will not use district credit cards for meals unless one member is paying for a group working meal. In this situation, the paying Board member will retain and submit an itemized list of meals purchased.
 - c. Board members will submit vouchers for travel within 10 days of the completion of travel.
4. Failure to comply with procedures in this policy will be cause for disapproval of travel, loss of use of the credit card during the subsequent year, and/or loss of the unclaimed compensation after the close of the fiscal year.

Adopted: *February 9, 2022*
Monitoring Method: *Board self-assessment*
Monitoring Frequency: *Annually in January*