



Responsible Office: Office of the Superintendent

BOARD POLICY 9065

BOARD OF TRUSTEES' COMPENSATION AND EXPENSES

PURPOSE

In order to provide effective leadership to the Washoe County School District (District), the Board of Trustees (Board) must take an active role in the community and seek professional development in order to carry out its goals and objectives.

DEFINITIONS

1. "Official school business" includes the following:

- a. Official school events and activities;
- b. Constituent meetings;
- c. Board Committee and Subcommittee meetings;
- d. Events sponsored by an entity in which the Board/District holds membership;

~~d.e.~~ Events by local 501(c)(3) non-profits that serve Washoe County;
and/or

~~e.f.~~ Official legislative and/or lobbying activity as directed by the Board President.

- ~~2. "Public officer" means a person elected or appointed to a position which is established by the Constitution or a statute of this State, or by a charter or ordinance of a political subdivision of this State; and involves the continuous exercise, as part of the regular and permanent administration of the government, or a public power, trust, or duty.~~

- ~~a. Members of the Board of Trustees are public officers.~~

Commented [NR1]: Not needed, the term is not in the policy, it is only a reference in the legal documents section.

POLICY

1. Compensation. ~~Trustees~~~~Members of the Board~~ may receive compensation not greater than the amount allowed by Nevada state law.
2. Budget Accounts
 - a. The Board understands and recognizes the fiduciary duty owed to the public to use public funds in a responsible manner for the transaction of official school business.
 - b. ~~Trustees~~~~Members of the Board~~ shall have individual budget accounts that allow for the reimbursement of travel and other expenses incurred in the performance of the duties.
 - i. Individual accounts may be shared with another member in accordance with the District's budget transfer process;
 - ii. The budget account shall be allotted to the Board of Trustees at the time of the District's annual budget approval; and
 - iii. Remaining balances shall not roll to the next school year.
 - c. Trustees may use no more than \$1500 of their individual budget accounts for attending non-profit events, not for-profit events, under the following conditions:
 - i. The non-profit must serve Washoe County;
 - ii. The event must be in Washoe County or within a neighboring county;
 - iii. May only be used to purchase tickets to and/or food at the event;
 1. If alcohol is included in the ticket price, the Trustee may use the funds to purchase the ticket.
 2. The funds may not be used to purchase alcohol above and beyond the ticket price.
 - iv. May only be used for the benefit of the Trustee and no one else including District employees or other Trustees;
 - v. May not be used to promote the political campaign of any Trustee whose name will be on the ballot during the fiscal year;
 1. A Trustee may not promote his/her campaign at the event;

Commented [NR2]: This is important to avoid one Trustee spending his/her funds on another Trustee during a political year. For example, Trustee A may be running for office, but he/she does not use his/her funds to attend the event within 90 days of election day, instead Trustee C uses her/his funds. This language closes that loophole.

2. A Trustee may not promote the fact that he/she attended the event, including the use of photos and other materials from the event, for campaign purposes like social media, campaign websites, advertisements, and any other source of promotion for the campaign; and

3. A Trustee is prohibited from using these funds to attend such an event within 90 days of election day, if they are on the ballot for that election day.

vi. The non-profit may not be antithetical to the District, inconsistent with the District's strategic plan or the District's climate and culture by promoting violence, hate speech, profanity, or illicit activities, or be of a political nature.

iii. —

~~c.d.~~ When the term of a Trustee will conclude in December and the Trustee is either not seeking re-election or has reached the term limit, it is expected that the Trustee shall not expend more than 25% of the allocated budget amount to ensure sufficient funds remain for the incoming Trustee.

~~d.e.~~ When a Trustee is seeking re-election in the general election occurring in November, it is expected that the Trustee shall not expend more than 50% of the allocated budget amount prior to the election to ensure sufficient funds remain for the second half of the fiscal year for either that Trustee or the newly elected Trustee.

~~e.~~ The Board understands and recognizes the fiduciary duty owed to the public to use public funds in a responsible manner and only for travel and costs that are required for the transaction of official school business.

Commented [NR3]: By the way, I made it 90 days because of two week early voting period. I do not really care, so whatever you think.

Commented [NR4]: Moved to top.

3. Mileage Reimbursement

- a. Mileage reimbursement shall be paid at the current rate established by the Internal Revenue Service.
- b. A Trustee shall be allowed mileage reimbursement for traveling to and from the place where board meetings are held, and his/her living expenses necessarily incurred while in actual attendance at board meetings.
 - i. No claim for mileage and/or living expense shall be allowed or paid to a Trustee traveling less than 5 miles to or from the place where a board meeting is held.

c. Trustees are authorized to be reimbursed for round-trip travel expenses as required for the transaction of "official school business."

e.d. A mileage reimbursement for travel to and from a non-profit event is deducted from a Trustee's \$1500 allotment for attendance to non-profit events.

4. Travel and Per Diem Expenses

- a. Travel and per diem expenses required for the transaction of official school business shall be paid to Trustees according to travel and per diem allowances authorized by law for state officers. Trustees are authorized to receive advance travel and per diem funds for official school business.
 - i. Official meetings with constituents, public officials, etc., may include meals and be reimbursed as above. Such reimbursement shall not include the purchase of alcohol.

5. Other Expenses

- a. Technology Equipment. Technology equipment may be provided to each Trustee, as needed, during the time the Trustee remains in office. Technology Equipment includes, but is not limited to: laptop computer, desktop computer, mobile (tablet) computer, monitor, multi-function printer, and smart phone.
 - b. Technology Services. Trustees may be reimbursed a monthly allowance for technology services costs necessary to perform their duties effectively and efficiently. The Board of Trustees shall consider and approve a monthly allowance during the annual budget review and approval process. Technology Services are: cellular service and data plans associated with the use of cellular/smart phones, computers, tablets, wireless/internet access, and similar such services.
 - c. Supplies. Trustees may purchase items necessary for the transaction of official school business. Supplies include: printer paper, ink cartridges, and similar such supplies
 - d. At the conclusion of a Trustee's term in office, any technology, equipment, or supplies/materials of value, which were purchased by the District for use in the performance of duties, shall be returned to the District or the Trustee may retain the item by reimbursing the District the original purchase price of the item.
6. Trustee expense and mileage reimbursement requests will go through a review process by the Superintendent. The Superintendent shall bring any concern to the Board President for review and resolution.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- ~~1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:~~
 - ~~a. SUP-P002, Board of Trustees' Travel and Other Expenses—Technology Equipment/Services and Office Supplies Procedure~~
 - ~~b. Board Policy 9062, Continuous Education and Development for the Board of Trustees.~~
 - ~~c. A/P-M001, Purchasing Cardholder Procedures Manual~~
 - ~~d. A/P-P006, Non-Routine Expenses Procedure~~
 - ~~e. A/P-P013, Travel / Expense Claim Procedure~~
 - ~~f. A/P-F002, Travel / Expense Claim Form~~
 - ~~g. A/P-F003, Mileage Reimbursement Form~~
- ~~2.1.~~ This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. NRS Chapter 281, Public Officers, and Employees, and specifically:
 - i. NRS 281.160, Persons entitled to payment for expenses; rate of allowance for travel; use of private or special use vehicles; reimbursement of weekend travel expenses; regulations.
 - b. NRS Chapter 386, Local Administrative Organization, and specifically:
 - i. NRS 386.290, Subsistence and travel for trustee.
 - ~~i.~~ii. NRS 386.350, General powers, exceptions;
 - ~~ii.~~iii. NRS 386.345, Membership in county, state, and national school board associations; payment of dues, travel, and subsistence for attendance at meeting of association; and
 - c. NRS Chapter 387, Financial Support of School System, and specifically:
 - i. 387.301, Budgets: Establishment of criteria for determining budgetary priorities directed at improving pupil achievement and classroom instruction; use of criteria.
 - ii. NRS 387.319, Authorized travel by trustee: Payment of travel and subsistence; claims.
 - ~~i.~~

~~3. This Board Policy complies with the following Opinions of the Nevada Attorney General:~~

- ~~a. No. 1958-364, Education—Public Schools—Local School Organization (related to payment covering travel and living expense of school board members only for attendance at school board meetings).~~
- ~~b. No. 2000-19, Travel Expenses; Reimbursement; Counties; and~~
- ~~c. No. 1969-622, School Districts; Travel Expense.~~

REVISION HISTORY

Date	Revision	Modification
11/24/2009	1.0	Adopted
3/23/2010	2.0	Revised: removes requirement that certain expenses come from individual Trustee budget accounts
6/11/2013	3.0	Revised: Addition of Technology, Services and Office Supplies to; Deletion of "Other Expenses"
6/17/2014	3.1	Updated NRS citations
10/25/2016	4.0	Revised: <u>R</u> emoves shared budget and reverts to individual budget accounts, formerly Board Policy 9029
5/13/2019	5.0	Revised: <u>A</u> dded information related to budgets, mileage, and the return/purchase of equipment at the end of term
1/12/2021	6.0	Revised: <u>F</u> or consistency to Board Policy 9070 and to make changes for clarity
<u>TBD</u>	<u>7.0</u>	<u>Revised:</u>