OSBA Model Sample Policy

Code: BHD
Adopted:

Board Member Stipends and Reimbursements

{Board members likely have a potential conflict of interest when voting on this policy, as this decision "could be to the private pecuniary benefit or detriment of the Board member." The adoption of this policy does not mean that a stipend or reimbursement will be paid: any stipend or reimbursement is contingent upon further action of the Board. In order to comply with a potential conflict of interest, Board members must declare the potential conflict of interest at each Board meeting in which this policy is being considered and can then participate in the discussion and vote. Declarations of conflicts should be included in the minutes of the meeting.}

Board members may receive a stipend for their service in accordance with state law and the Board-adopted district budget.[1] [The amount of the stipend is limited to the amount included in the budget.[2]] [The stipend amount will be approved by resolution of the Board.[3]] Board members may choose not to accept the stipend by notifying the business office. Stipends will be issued [monthly] and may be pro-rated for service for incomplete months. Stipends will be paid in accordance with the district's business practices. {[4]}Board members are responsible for any tax obligations resulting from the stipends.

Board members may be reimbursed for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

The superintendent will establish and communicate procedures regarding submission of expenses for reimbursement.

When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations. (*See* Board policy DFEA - Admission to District Events) The district will establish accounting procedures consistent with this policy.

END OF POLICY

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[1] After declaring an actual conflict of interest during meetings in which the budget is being discussed, Board members are allowed to discuss and vote on the district's budget that includes providing compensation of benefits to themselves or relatives in accordance with Senate Bill 983 (2025).

[2] The maximum amount [of the monthly stipend] will be limited to the total amount budgeted, divided by the total number of Board members[, divided by 12]. Stipend amounts are also limited by ORS 332.018(3).

[3] Because Board members likely have an conflict of interest when approving an annual resolution, the Board may need to approve multiple resolutions, each applying to fewer than a quorum of the Board.

[4] {Districts are encouraged to work with business professionals regarding the procedures and tax implications of providing stipends.}

Legal Reference(s):

ORS 244.020 ORS 244.040 ORS 332.018

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).
Senate Bill 983 (2025)