

Adopted: \_\_\_\_\_

## **School Board Member Approval Policy & Process for Trainings & Reimbursements**

### **1. Purpose**

This document outlines the process for School Board members to request approval for attending trainings and receiving future reimbursements of any kind.

### **2. Scope**

This process applies to all School Board members seeking to attend trainings or receive reimbursements related to their board duties.

### **3. Request Submission**

3.1. Board members must submit requests for trainings or future reimbursements to the Board Chair as far in advance as possible.

3.2. Requests should include:

- Nature of the training or reimbursement
- Date(s) of the training or expected reimbursement
- Estimated costs
- Justification for the training or reimbursement
- Any supporting documentation

3.3. Last-minute requests are strongly discouraged and are unlikely to be approved except in extraordinary circumstances.

### **4. Review Process**

4.1. Upon receiving a request, the Board Chair will consult with the Directors to determine the feasibility of the training or reimbursement.

4.2. Factors to be considered include:

- Relevance to board duties
- Budget constraints
- Equity among board members
- Potential benefits to the school district
- Timeliness of the request

### **5. Decision Timeline**

5.1. The Board Chair, in consultation with the Directors, will make a decision within 48 hours of receiving the submission.

5.2. If additional information is needed, the Board Chair may request it from the submitting board member, resetting the 48-hour decision timeline.

### **6. Approval or Denial**

6.1. The Board Chair will communicate the decision to the requesting board member in writing.

6.2. If approved, the communication will include any specific conditions or requirements.

6.3. If denied, a brief explanation will be provided.

## **7. Documentation**

7.1. All requests, decisions, and related communications will be documented and stored in accordance with board record-keeping policies.

## **8. Reimbursement Process**

8.1. For approved reimbursements, board members must submit all required documentation (e.g., receipts, proof of attendance) within 30 days of the event or expenditure.

8.2. Reimbursements will be processed in accordance with district financial policies.

## **9. Pre-paid Expenses**

9.1. Any expense that is to be prepaid by the school needs to be approved via a purchase order form that is filled out by the board member, signed by the board chair and submitted to the Business Manager for purchasing.

## **10. Amendments**

This process may be amended by a majority vote of the School Board.