



# Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

---

**TO: Members, Board of Education  
Dr. Carol Kelley, Superintendent**

**FROM: District 97 Policy Review Team**

**RE: Policy Adoption**

**DATE: January 26, 2016**

During its meeting on January 12, 2016, the District 97 Board of Education conducted a first reading of recommended revisions to policy 2:125 (Board Member Expenses). The proposed changes were provided by the board attorney in response to the policy review team's inquiry into whether there any situations or circumstances beyond what is listed in the policy under which board members could be reimbursed for expenses (e.g., costs incurred in conjunction with a superintendent search). These changes include:

- Adding a new fourth paragraph that reads:

**Board members may also seek reimbursement for other direct, reasonable expenses incurred in conducting Board/District business, which will be considered on a case-by-case basis. When possible, Board members should seek pre-approval of expenditures under this policy.**

- Changing the fifth paragraph from:

**Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. A Board member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board member, or (2) anyone's personal expenses.**

to:

**Board members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board member, or (2) anyone's personal expenses. A Board member must return to the District any portion of an expense advance not used. Expense reimbursement is not guaranteed and Board members must follow the expense reimbursement process as set forth this this policy.**

The team recommends making these changes to the policy, and is presenting them to the board tonight for adoption.