

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: August 27, 2007

Subject: Request for Approval of the Board/Superintendent Operating Procedures
on Item #25

Administrator Responsible:

Name: Diane Jackson, Ed.D.

Position: Policy Administration & Governmental Relations

Purpose of Agenda Item:

Information only Action needed Report

Additional Information and/or Back-Up:

Request approval of the Board/Superintendent Operating Procedures

#25 Procedures for board travel and training opportunities

The amended version from the Board Workshop on August 20, 2007 is attached.

25). Procedures for reimbursable board travel and training opportunities

Procedure:

- 1). All board member travel, paid for by SBISD, shall have direct benefit on the Board Member's ability to perform as an effective Board Member and shall be approved by the Board of Trustees.
- 2). The Board will budget for travel for all Board Members to attend the annual TASB conference and for each Board Member to attend one other conference/training opportunity of their choice from a list approved annually by the Board. The minimum budget will be approved annually by the Board and equal to the amount reasonably expected to be paid if all Board Members were to attend both TASB and NSBA conferences and claimed all allowable reimbursement.
- 3). In June, at a regularly scheduled meeting, the Board shall approve a list of conferences/training opportunities from which Board Members may select their additional annual training. For a conference or training opportunity to be eligible, it must meet the following criteria:
 - A. meet the criteria for Board continuing education hours as defined by statute
 - B. be located within the 48 contiguous United States
 - C. require 4 days/3 nights or less for participation
- 4). A Board Member, at the Member's request and with the prior approval of a majority of the Board, may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business at the request of the Board, and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- 5). Payment for authorized and documented travel expenses shall be made in accordance with legal and local requirements.
- 6). Following the completion of travel, a Board Member may submit a "Request for Travel" form, with receipts for allowable expenses attached, to the Superintendent's office for reimbursement. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed if preapproved by the Board.
- 7). Frugality will be honored when making travel arrangements.

Related Policies:	BBG(LEGAL) DEE(LOCAL)	BBG(LOCAL)	DEE(LEGAL)
Date Approved:	24-Jan-05		
Date Revised:	27-Aug-07		