

Portland Public School District 1st Reading

DATE: December 11, 2018

Public Comment for: Policy 1.40.080-P: Reimbursement of Expenses – Board of Directors

The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

1st Reading by: Julie Esparza Brown, Vice-Chair,
Portland Public School Board

Summary: Reimbursement of Expenses – Board of Directors

Draft Policy Web Site: <https://www.pps.net/Page/11911>

Recommended for 1st Reading by: Board of Education

Policy Contact: Rosanne Powell, Board Office Manager

Last Date for Comment: January 2, 2019

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Last Date for Comment: January 2, 2019



Staff Analysis and Report to the Board

Board Meeting/Work Session Date: December 11, 2018
Senior Lead: Liz Large

**SUBJECT: Amendment of Reimbursement of Expenses—Board of Directors
1.40.080-P—First Reading**

I. BACKGROUND

The current policy allows for the District to provide to Board members reimbursement of actual expenses or an annual stipend. The proposed amendments conform the policy to state law, limiting the reimbursement options to only reimbursement of actual expenses.

II. RELATED POLICIES/BEST PRACTICES

N/A

III. ANALYSIS OF SITUATION

If not amended, the policy will not conform to state law.

IV. FISCAL IMPACT

Anticipated to be negligible.

V. COMMUNITY ENGAGEMENT (IF APPLICABLE)

The policy amendment was posted on the District website and was discussed at the November 29, 2018, public meeting of the Policy & Governance Committee.

VI. TIMELINE FOR IMPLEMENTATION/EVALUATION

Immediate implementation with retroactive application to July 1, 2018.

VII. BOARD OPTIONS WITH ANALYSIS

N/A

VIII. STAFF RECOMMENDATION

Staff recommends adoption of the proposed amendments.

IX. I have reviewed this staff report and concur with the recommendation to the Board.



Guadalupe Guerrero
Superintendent
Portland Public Schools

December 5, 2018

Date

ATTACHMENTS

(List all supporting documentation, including resolution, etc.)

A. Amendment of Reimbursement of Expenses-Board of Directors Policy-1.40.080-P

PPS District Priorities FY 2018-19

- 1. Set a clear Vision and Strategic Plan*
 - 2. Create equitable opportunities and outcomes for all students*
 - 3. Build management and accountability systems and structures*
 - 4. Allocate budget, funding and resources focused on improving outcomes for students*
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1.40.080-P Reimbursement of Expenses – Board of Directors

Board Members serve without compensation. However, Board members shall be reimbursed for reasonable and necessary expenses actually incurred in the conduct of Board business within the budget allocation for such expenses.

I. Expense Reimbursement Procedures

(1) The Board will annually ~~review the set a~~ budget for ~~the reasonable and necessary Board expenses actually incurred by Board members in the conduct of Board business. and~~ review the set a budget for the reasonable and necessary Board expenses actually incurred by Board members in the conduct of Board business. and ~~establish expenditure guidelines during the budget process.~~ The Board may set an annual maximum amount to be allocated (in total, ~~or~~ per individual, ~~or both~~) ~~for reimbursing Board members for costs incurred when conducting official District business.~~ establish expenditure guidelines during the budget process. The Board may set an annual maximum amount to be allocated (in total, or per individual, or both) for reimbursing Board members for costs incurred when conducting official District business.

~~(2) Each Board member will annually select one of the two methodologies for reimbursement: (a) Annual Expense Stipend, or (b) Reimbursement Based on Actual Original Receipts.~~

(2) Reimbursement of Board members for travel in Oregon on Board business and within the budget allocation at per diem or mileage rates established by the IRS or the District does not require prior approval as long as such expenses are otherwise incurred in compliance with District policy and procedures. Board members may be reimbursed when paid admission is required of the general public for attending District co-curricular athletic events and other activities as part of their responsibilities of being informed about District operations. All other proposed expenses require prior approval of the Board chair.

(3) Expenses related to Attendance at Board-approved State and National Meetings, Office Support, and Reimbursements for Use of Personal Auto will be charged to the Board's department budget and, while subject to overall budget constraints, are not charged to the individual Board member's allotment. All other reasonable expenses incurred by Board members in fulfilling their duties and responsibilities on behalf of Portland Public Schools are subject to this policy.

(4) All expenditures related to out-of-town travel by Board members funded by the Board office budget must have prior authorization by the Board leadership. For out-of-town travel funded by any other budget or funding source, Board leadership must be notified before the

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trip is scheduled.

~~Attendance at State and National Meetings~~^[EL1]

~~The Board recognizes the benefits derived by the school system through membership in various associations of school boards and from the attendance of board members at state and national meetings, which deal with school affairs.~~

~~Board members who hold, with Board leadership approval, official positions in such organizations shall be authorized to attend meetings of such organizations with prior Board leadership approval. Budget~~

1.40.080-P Reimbursement of Expenses – Board of Directors

~~limitations may impact the ability of Board members to attend out of town meetings. In addition, Board leadership may designate delegates to various conventions and meetings as may seem desirable.~~

~~Requests by individual board members to attend such meetings as Board representatives shall be acted upon by the Board leadership. Board members attending such meetings according to the above guidelines shall be regarded as carrying out Board business.~~

~~A Board member who requests reimbursement for costs associated with attendance at a meeting or conference shall obtain approval for such reimbursement from the Board chair or his or her designee in advance of the meeting or conference.~~

~~When requested, Board members attending such meetings at district expense will make a report to the Board of meeting highlights.~~

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II. Out-of-Town Travel

~~Authorization. Reimbursement for travel related expenses, whether for Attendance at State and National Meetings (in accordance with Section II above) or for other purposes, will be authorized when the member informs Board leadership of his/her purpose, and the travel is related to pending business of the Board or a Board committee to which the member is assigned.~~

- (1) Covered Expenses. Authorized Board travel expenses shall be limited to transportation, meals, lodging, incidental expenses, and conference fees, if applicable. Reimbursement for alcoholic beverages and entertainment is not allowed.
- (2) Rate of Reimbursement. ~~The rate shall be the same as approved for district personnel, as defined in the Administrator's Manual. Only Board members may be~~ reimbursed ~~ment~~ for actual expenses paid and documented with itemized original receipts ~~will be allowed.~~ Board members may be reimbursed for travel-related meals at the then-established District per diem rate or may submit actual itemized original receipts for meals.

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III.

. Technology Office^[JB2] Support

- (1) To assure that each Board member is equally equipped to conduct the business of the Board, any Board member may be provided, if so required, the use of computer hardware and software for the efficient processing of Board business. The costs of internet connections to access the District's web pages and e-mail system are reasonable expenses to carry out Board business and may be reimbursed. ~~A telephone and telephone line will be provided to all Board members. Otherwise, use of personal phone lines and personal cell phones for District business are not reimbursable under District policy.~~ The District does will provide cell phones at District expense for Board member use for conducting the business of Portland Public Schools. Personal^[JB3] use of such cell phones is not permitted.^[EL4]

IV.

IV. Reimbursement for Use of Personal Auto

A Board member director, who regularly uses his/her automobile in the business of the district, may be compensated for this usage in accordance with the requirements and procedures set forth for district personnel.

- (1) Direct Reimbursement for Actual Miles Traveled

Authorization for use of personal automobiles on district business shall not be granted until there is, on file in the Risk Management Office, appropriate proof of proper car insurance at the minimum levels required by Oregon law. A Local Mileage Reimbursement Request form should be completed and signed by the Board member and submitted to the Board Chair or his or her designee for approval, who will then forward the request to the Office of Board Services for processing. Mileage is reimbursed at the IRS rate in effect when the miles were driven.

~~Methodologies for Reimbursement—Annual Expense Stipend~~

~~Board members may choose to receive a lump sum stipend as reimbursement for expenses incurred when conducting District business for a school year. The amount of such stipend will be~~

determined each year by the Board as part of the budget process.

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~~(1) Board members choosing this methodology for reimbursement will receive a corresponding Form 1099 from the District each calendar year, since such a stipend is reportable as income and fully taxable, unless the amount of the stipend is below the IRS minimum.~~

~~(2) Board members choosing this methodology for reimbursement may not be issued a District procurement card.~~

~~V. Methodologies for Reimbursement of Expenses—Reimbursement Based on Actual~~
Original Receipts

~~(1)~~ (1) Board members ~~choosing this methodology~~ will follow the procedures for expense reimbursement established for District staff.

~~(2)~~ (2) Expense reports must be accompanied by original itemized receipts and submitted to the Board Chair or the Board member designated to approve Board expenditures, who will then forward the expense report to the Office of Board Services for processing.

(3) Procurement cards may be issued to Board members ~~choosing this methodology~~ and are subject to this policy.

(4) Reimbursement requests will be honored up to the maximum annual amount allocated and approved by the Board for such purposes.

History: History: Adpt 6/71; Amd 8/10/98; Amd 9/9/02; BA 2417; Amd 1/24/2005
BA 3196

Legal Reference: Legal References: ORS 244.020 (15); ORS 244.040 (1)(a); ORS 332.018 (3); Oregon Government Standards and Practices Commission Advisory Opinion 93-A-1007 (November 18, 1993); Administrative Regulation 1.40.081, Guidance in Arranging Travel and Reporting Expenditures. ORS 332.107, ORS 332.105(2); ORS 332.107, ORS 244.0