

Board Operating ProceduresReimbursement and Miscellaneous Expenditures

Board members, employees, or volunteers of the District are expected to maintain effectiveness by being well-informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are necessary to perform required duties, sponsored by the District or state and national educational organizations or which are otherwise in the best interests of the District as follows:

1. Board members are specifically authorized to attend in-state functions which are sponsored by this district, the Nebraska Association of School Boards, the Greater Nebraska Schools Association, and similar organizations at district expense without specific action by the Board of Education. The District shall pay the registration costs, tuition costs, fees, or charges for such functions along with actual travel expenses, or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable federal rates. In addition, Board members are authorized to attend out of state functions sponsored by these organizations and the National School Boards Association at district expense upon specific prior approval of the Board of Education.
2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the District shall pay registration costs, tuition costs, fees, or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to federal rates.

Payment or reimbursement for expenses incurred by Board members, employees, or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

Since it is hereby determined to be important and in the best interest of the District to recognize service by Board members, employees and volunteers, the Board hereby authorizes the President or Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers, or other items of value should be granted provided that no such plaque, certificate, flowers, or other item of value to be awarded shall cost no more than \$100.00 annually per person.

~~Board members are not paid members and~~ No member of the Board, except the secretary, shall accept or receive any compensation for services performed in discharging the duties of his or her office. When appropriate because of the timing, length, or other factors, meals may be provided to Board members, employees, and volunteers attending hearings, meetings, staff development programs, or in other appropriate or necessary situations.

Non-alcoholic beverages, and meals may be provided to individuals attending public meetings, private meetings, discussions, or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of the District.

Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations or during or immediately following their participation in any activity approved by the Board.

In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees, or volunteers provided the maximum cost per person, shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the Board to the designated officials so indicated herein.

Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: [Neb. Rev. Stat. §§ 13-2201 to 13-2204](#)
[Neb. Rev. Stat. § 79-520](#)
[Neb. Rev. Stat. § 79-546](#)

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