

## Policy 1.71

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### TRUSTEE EXPENSES, MATERIALS AND EQUIPMENT

Trustees shall be reimbursed for expenses for attendance at authorized meetings, conferences, workshops, seminars, etc., in accordance with Board approved rates and guidelines.

Trustees will be provided with the necessary materials and equipment to enable them to effectively perform their duties and responsibilities.

#### Guidelines

1. Trustees will only be reimbursed for expenses for attendance at Board meetings, committee meetings of which the trustee is a member, or other school district functions at which trustee representation is required.
2. A school district cell phone and laptop (devices) may be provided, if required, in accordance with the following considerations:
  - 2.1. The school district owns the equipment.
  - 2.2. Equipment will be used predominately for school district work/business.
  - 2.3. All systems will be configured and maintained in accordance with current school district technology standards.
  - 2.4. The use of school district devices will align with the school district's acceptable use specifications.
  - 2.5. Information contained on devices could be subject to a *Freedom of Information and Protection of Privacy Act* request.
3. Any additional trustee expenses will be reviewed by the Chair and Superintendent.
  - 3.1. Additional airfare and hotel costs may be covered if travel plans require departures outside a 7 a.m. to 7 p.m. window due to event schedules, or potential issues related to weather conditions

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