Title: **GP 4.13 -- Cost of Governance**
Code: 4.13
Section: 4. GPs -- Governance Process

To enable the Board of Education to fulfill its governance commitment and responsibility, the Board of Education will invest prudently and wisely in its governance capacity.

1. Board Development: Board of education skills, methods, and resources will be sufficient to ensure excellent governance.
    A. Training and retraining will be used prudently to orient new Board members and potential Board candidates, as well as to maintain and increase existing members' skills and understanding.
    B. Outside monitoring assistance will be arranged so that the Board can exercise confident control over organizational performance. This includes but is not limited to a fiscal audit.
    C. Linkage mechanisms will be used as needed to ensure the Board's ability to understand and gather stakeholder viewpoints and values.
2. Board Discretionary Budget: Governance costs will be prudently incurred, as necessary to ensure capable governance performance. Upon availability of funds and requiring a majority approval of the specific annually appropriated amount per category, this budget may include:
    A. Professional and Purchased services
    B. Communications
    C. Printing and Copying
    D. Travel and Conference Registration
    E. Mileage Reimbursement
    F. General Supplies and Miscellaneous
    G. Annual Retirement Banquet
    H. Non-Capital Equipment
    I. Membership and Dues
    J. Election Supplies
3. Board Travel: The purpose of the Board of Education's travel funds, for both in-state and out-of-state travel line items, is to provide a monetary reserve to be used for any travel expenses incurred by a director. Board members are expected to support the Board goals, to stay apprised of issues in education, and/or to raise the visibility and influence of the district at the local, state, national, or international levels.

As such, Board directors will:

A. Only use travel funds when traveling on official Board business as representatives of Academy District 20.
B. Annually allow each Board director to take six trips, with no more than three being held out of state. Any additional travel requires Board approval.
C. Make available to the Board a travel expense report to include the conference attended, the total cost of the travel, the reason for attendance, and a brief summary of the benefit. Reports are to be submitted to the Board secretary before any reimbursement will be processed. Reports will be kept on file by the Board secretary for public inspection upon request.

4. Board Discretionary Budget Guidelines: The following guidelines govern expenditures from the board discretionary budget.
   A. The Board treasurer is required to approve proposed Board expenditures prior to using the funds. If it is not possible for the Board treasurer to review a proposed expenditure, then the assistant treasurer has the authority to review and approve the expenditure. Should this occur, the assistant treasurer is required to notify the Board treasurer of any approved expenditures as soon as possible.
   B. All expenditures from the discretionary budget will be made through the Board of Education secretary so that a permanent record is established and, when possible, the purchase qualifies for tax-exempt status.
   C. The Board secretary is authorized to purchase appropriate gifts of gratitude up to $80.00 on behalf of the Board of Education, including when central office staff, administrators, Board directors, or a student experience severe illness or the loss of a loved one. The secretary will notify the Board when gifts have been sent on its behalf. The pre-approved expenditures will be reported on a quarterly basis.
   D. Items purchased from the fund that do not constitute gifts are the property of the school district.
   E. Reimbursable expenses are those incurred while attending to district business.
   F. If money is used to benefit a particular school community, the benefit should accrue to the entire Academy District 20 community.
   G. Likewise, if money is used to benefit a particular Board director, the benefit should accrue to the entire Board.
   H. All donations from the discretionary fund are given on behalf of the entire Board.
5. Board Budget Reports: The Board treasurer will make available to all directors an accounting of Board budget expenditures on a quarterly basis.

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