

P0750 EQUIPMENT, SUPPLIES, & SERVICES - BOARD OF EDUCATION MEMBERS

BOARD POLICY:

Board of Education members may be provided equipment and/or supplies and/or services necessary to perform duties related to their responsibilities as members of the Board of Education.

Implemental Procedures:

1. All services described in this policy shall be funded through the office of the Clerk of the Board.
2. File Cabinet. If a Board member requests a file cabinet during his/her term, a vertical, two- or four-drawer, metal file cabinet shall be delivered.
3. Approved Services. The Board has approved the following services. A Board member may choose one or more services. The total expenses allowed for the services listed in this AIP shall not exceed \$50 per month (or \$600 per year). The Board member is responsible for submitting a signed copy of the summary page(s) of the billing statement with the amount circled for Post Office Box, Internet service, and/or Personal Electronic Device. Billing statements can be submitted one at a time or in groups. The deadline for submitting billing statements during a given fiscal year is May 15th of that fiscal year.
 - a. Land Line Phone with Equipment. A Board member may request a land line for local service only with answering machine to be used for BOE purposes. This land line will be the number the district publishes for the Board member. The telephone line service will be contracted by the office of the Clerk of the Board and the monthly fee paid by the district. The amount for land line service contracted by the district will be subtracted from the total amount allowed in AIP 3. In addition, the district will pay all expenses related to this equipment. The phone line service will be disconnected at the end of the term of office.
 - b. Post Office Box. A Board member may rent a post office (or postal mail) box to receive BOE mail. The Board member is responsible for all aspects of this service and shall provide the Clerk of the Board with a P.O. Box number that will be the published address for the Board member.
 - c. High-Speed Internet Service. The purpose is to provide access to e-mail and the district Web site for BOE Agendas, policies, and other content. The Board member is responsible for selecting this service. The reimbursement by the district shall be after any rebates. The Board member's e-mail address will be published by the district.
 - d. E-mail (Data) Service on a Personal Electronic Device (PED). The purpose is to provide mobile access to e-mail. The Board member's e-mail address will be published by the district.
4. The Clerk of the Board shall complete an inventory of all Board of Education equipment issued to Board members. The Board members will verify the accuracy of the equipment inventory.
5. Any equipment, and/or supplies, and/or services requested by a Board member, not specifically identified in this policy, shall be presented to the Board of Education for action.

6. All equipment issued through the Clerk's office to Board members remains the property of the district and must be returned within thirty days following the expiration of the Board member's term or resignation from his or her seat on the Board.
7. Upon request, Board members may be provided generic district-wide style stationary and marketing materials (videos, etc.) Annually, Board members may also be provided 250 personalized district business cards. No personalized stationary will be funded through the district for Board members.

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: Board of Education

Latest Revision Date: November 2017

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