

DEPARTMENT OF HUMAN RESOURCES
Wilmette Public Schools

ACTION ITEM

Date: January 23, 2017

To: Raymond E. Lechner, PhD, Superintendent

From: Heather Glowacki, EdD, Administrator for Human Resources

**Subject: Resolution Authorizing the Regulation of Expense
Reimbursements**

PROPOSED ACTION BY THE BOARD OF EDUCATION

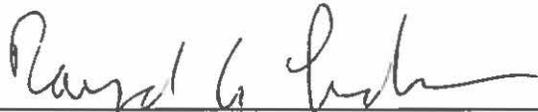
Motion to approve the attached resolution authorizing the regulation of expense reimbursements.

BACKGROUND

This past summer, Public Act 99-604 *Local Government Travel Expense Control Act* was passed. As a result, Policies 2:125 *Board Member Expenses* and 5:60 *Expenses* needed to be revised. These two policies are currently part of the second read policies at this Board meeting. Additionally, a resolution needs to be approved identifying the maximum reimbursement amount per person, per event for travel, meals and lodging. This resolution proposes a maximum limit of \$3500 per person, per event for travel, meals and lodging expenses. In the event a reimbursement request exceeds the limit of \$3500, the Board, through roll call vote, may approve the reimbursement. The limit of \$3500 per person per event is in alignment with other New Trier Township districts.

HG/hg

Recommended for approval by the Board of Education



Raymond E. Lechner, Ph.D.
Superintendent of Schools

Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*, and whereas such expenses include travel, meal and lodging expenses as well as other expenses related to official business of the District, such as conference registration fees and other miscellaneous expenses;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable travel, meal and lodging expense reimbursement amount of \$3,500 per person, per event for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted travel, meal and lodging expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member travel, meal and lodging expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$3500 per person, per event, effective on January 23, 2017 until the Resolution is rescinded or replaced by the Board.
3. Supersedes any previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of standardized forms approved by the Superintendent or designee for submission of travel, meal and lodging expenses, which forms shall include, at a minimum, the name and title of the employee, the nature and date of the official business, and appropriate receipt documentation. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
5. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary