

BOARD DEVELOPMENT

As members of the Monterey County Board of Education (County Board), it is essential that County Board members represent their constituents competently by remaining informed of the critical and complex nature of the Monterey County Office of Education (MCOE) and the multifaceted arena of education in California. The County Board recognizes that its members need training that will help them understand their obligations, stay abreast of new developments in education, and cultivate boardsmanship skills.

All County Board members may attend one out-of-county conference per year for the purpose of County Board development. If a quorum is present, County Board business shall not be discussed at conferences, per the requirements of the Brown Act.

(cf. 9230 - Orientation)
(cf. 9320 - Meetings and Notices)

Any County Board member requesting financial reimbursement for conference and meeting expenses shall ask the County Board President or the Secretary to the County Board to place the request for expenses on the County Board agenda as an action item prior to the date of the conference or meeting in accordance with the approved annual budget. The request shall state the destination, purpose and/or nature of the activity and estimated expenses. The County Board shall determine approval or disapproval of such requests by formal vote. County Board approval shall be for one educational meeting or conference. No blanket County Board approval for multiple meetings or conferences may be made.

County Board members shall be reimbursed for actual and necessary conference expenses according to the same procedures as staff. Funds for County Board development shall be budgeted annually.

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Requests to attend meetings or conferences outside the State of California shall be considered exceptional. Such requests are worthy of in-depth County Board examination and study before approval. The information to be gained by out-of-state attendance must be significantly valuable to the improvement of educational programs related to MCOE.

County Board members shall not be required to obtain prior County Board approval for reimbursement of mileage and food expenses for the following meetings if they are held in Monterey County and have no lodging expenses:

1. Future meetings announced at a County Board meeting and described as being significantly pertinent to the responsibilities and duties of a County Board member.
2. Future meetings clearly related to a singular responsibility assigned to a County Board member by the County Board or County Board President. The County Board member shall inform the County Board of such meetings at the earliest meeting possible.

Expenditures of funds for actual and necessary expenses for conference and meeting attendance and official travel by a County Board member must not exceed the amounts budgeted for such purposes in the annual budget or revisions of the annual budget of MCOE.

In emergency situations where attendance by a County Board member is vital but time does not permit County Board approval, the County Board President may give approval for attendance at conference or meeting and ratification of such approval shall be considered by the County Board at the next regular meeting.

Report to the County Board

Following attendance by a County Board member at a meeting or conference for which attendance requires County Board approval, he/she will make a brief written report to the County Board. The report will be a regular agenda item with the written report as backup information. For meetings or conferences not requiring County Board approval for attendance, the County Board member may decide whether a report, written or oral, is appropriate.

Legal Reference:

EDUCATION CODE

- 1200 *Traveling expenses*
- 1201 *Expenses for attendance at conventions*
- 33360 *Department of Education and annual school boards workshops*

GOVERNMENT CODE

- 54950-54963 *The Ralph M. Brown Act, especially:*
- 54952.2 *Meetings*

Adopted: 07/17/13