

**REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS**

- I. Compensation for Members: Compensation for each member of the Solano County Board of Education shall be the amount designated for the applicable class of county in Education Code (E.C.) section 1090(a). Board members are not required to accept payment for meetings attended.

Any member who does not attend all meetings held in any month may receive as compensation for his or her services an amount not greater than the maximum amount allowed by law, divided by the number of meetings held, and multiplied by the number of meetings actually attended. (E.C. § 1090(b)) Compensation for the July Board Meeting, typically held in June, will be paid in July.

$$\left( \begin{array}{c} \$ \text{ Amount} \\ \text{of monthly} \\ \text{compensation} \\ \text{allowed by law} \end{array} \right) \div \begin{array}{c} \text{Number} \\ \text{of monthly} \\ \text{meetings} \\ \text{held} \end{array} \times \begin{array}{c} \text{Number} \\ \text{of monthly} \\ \text{meetings} \\ \text{attended} \end{array} = \begin{array}{c} \$ \text{ Amount} \\ \text{of monthly} \\ \text{compensation} \\ \text{paid to member} \end{array}$$

A member may be paid for any meeting for which they are absent if the Board, by resolution duly adopted and included within its minutes, finds that, at the time of the meeting, the member was performing services outside the meeting on behalf of the Solano County Board of Education, was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. (E.C. § 1090(d)) (Appendix C, page 2)

An Absence Verification form must be completed and submitted to the Board Secretary. Forms shall be submitted within 60 days of the absence so the request for compensation can be considered at the next Regular Board Meeting. The authorization for personal necessity shall be allowed in accordance with personnel policy for employees of the Solano County Superintendent of Schools. If the member fails to submit an absence verification form, or the absence is not approved, the member shall be docked on the next regular payroll. (Appendix C, page 1)

Members who use their Board compensation to pay a portion of their monthly medical, dental, and/or vision benefits through SCOE are responsible for paying out of pocket any benefits costs during months when compensation has been deferred or forfeited.

On an annual basis, the Board may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed 5 percent, based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the Solano County Board of Education. This action may be rejected by a majority of the voters in that county voting in a referendum established for that purpose, as prescribed by Chapter 2 (commencing with Section 9100) of Division 9 of the Elections Code. (E.C. § 1090(g))

- II. Compensation for Secretary: The secretary may be allowed the sum of ten dollars (\$10) per day for the actual time that the Board may be in session. (E.C. § 1092)
- III. Mileage Allowance: Allowable mileage may be paid to members of the County Board of Education at the same rate as allowed the employees of the Office of the Solano County Superintendent of Schools. (E.C. § 1090)

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- IV. Allowable Expenses for Attendance at Organization Meetings: The County Board of Education recognizes the important role that organization meetings play in helping Board members understand their responsibilities, stay abreast of new developments in education, and develop their skills. (E.C. § 1095.)

Expenses will be paid by SCOE for a Board member's participation in "authorized organization meetings" and shall be paid from the County School Service Fund. Only the actual and necessary expenses, within the limits set by law, arising from the discharge of a Board member's official duties shall be allowed. (E.C. § 1096; 5 CCR §17432) Personal expenses falling outside of SCOE's reimbursement policy shall be the responsibility of individual Board members. Further information regarding SCOE's reimbursement and personal expense policy can be found within the Superintendent of School's Administrative Policy 3350.

Expenses paid by SCOE for a Board member's participation in "authorized organization meetings" shall be reported out by placement on the Board's regular meeting agenda at least every 6 months. During the annual budget adoption process, a budget for "pre-authorized organization meetings" shall be set.

"Pre-authorized organization meetings" are (1) within the state of California; and (2) are of any organization for which the Board has subscribed for membership or which SCOE may pay the expenses of a SCOE employee; (3) do not exceed the budget set during the annual budget adoption process; and (4) do not require Board approval in advance. Board member participation in meetings that do not meet all four criteria may otherwise become "authorized organization meetings" requiring Board approval in advance.

Board members shall notify the County Superintendent's designee of their plan to participate in an "authorized organization meeting" in a timely manner so necessary arrangements can be made (e.g., registration, hotel, and/or airline reservations, etc.) at the most effective rate. Failure to provide timely notification to the designated SCOE staff person may result in Board members making part or all of their own arrangements and may result in out-of-pocket and/or non-reimbursable expenses.

Board members shall reimburse SCOE within 30 days for any and all nonrefundable expenses incurred by their failure to timely cancel according to the cancellation policy and deadline of the event organizer; unless (1) the expense is transferable and an alternate attendee is found, or (2) the Board Member declares extenuating circumstance for nonattendance, does not retain a nontransferable credit in their name, and the Board adopts a resolution finding that the reason for the absence meets the terms stated in Education Code section 1090(d).

To declare extenuating circumstances for nonattendance, a Board member shall complete an Absence Verification form (Appendix C) and submit it to the designated SCOE staff person along with supporting documentation (e.g., obituary, medical visit verification, etc.). Extenuating circumstances are defined as conditions beyond the Board member's control and may include, but are not limited to: natural disaster; death, serious illness, or injury of an immediate family member (immediate family member as defined by E.C. § 45194); serious illness or injury of the Board member; jury duty; etc.

- V. Qualification for Benefits: Active and qualified former members of the Board of Education are entitled to the same health and welfare benefits as are provided to members of the certificated management staff.

Former members are qualified to receive such benefits if they meet the qualifications set forth in Government Code §53201(b). Former members who terminated their service prior to the effective date of this policy are entitled to such benefits prospectively only. (Appendix D)

SOLANO COUNTY BOARD OF EDUCATION

ABSENCE VERIFICATION

(Return form to Board Secretary prior to or at the next regular Board Meeting)

Name: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

No Reimbursement Requested

Reimbursement Requested  
(Resolution will be on next Board Agenda)

**ABSENCE FROM:**

\_\_\_\_\_ Regular Board Meeting

\_\_\_\_\_ Conference (With Overnight Travel)

\_\_\_\_\_ Special Board Meeting

\_\_\_\_\_ Meeting/Workshop (Day Travel Only)

**REASON FOR ABSENCE:** (attach supporting documentation for conference/meeting/workshop absence)

\_\_\_\_\_ Illness/Injury

\_\_\_\_\_ Board Business

\_\_\_\_\_ Jury Duty

\_\_\_\_\_ Hardship/Personal Necessity\*  
(Check reason below)

\_\_\_\_\_ Natural Disaster

**PERSONAL NECESSITY JUSTIFICATION**

a. \_\_\_\_\_ death of immediate family member

d. \_\_\_\_\_ appearance in court

b. \_\_\_\_\_ serious illness/injury of immediate family member

e. \_\_\_\_\_ personal emergency or accident

c. \_\_\_\_\_ religious holiday

f. \_\_\_\_\_ personal business

\* *Hardship is defined the same as "personal necessity" authorized for employees by the Solano County Superintendent of Schools.*

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

SOLANO COUNTY BOARD OF EDUCATION  
Solano County, California

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION TO EXCUSE BOARD MEMBER ABSENCE**  
**(MEMBER'S NAME) \_\_\_\_\_, (DATE & TYPE OF MTG.) \_\_\_\_\_**

**WHEREAS**, the Solano County Board of Education has adopted Board Policy 9250 providing for the remuneration, reimbursement, and other benefits for Board members; and

**WHEREAS**, California Education Code (E.C.) section 1090, and Board Policy 9250, gives the Board authority, by resolution duly adopted and included within its minutes, to pay a Board member for a missed meeting when the reason for the absence meets the terms stated in § 1090(d).

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Education affirms that \_\_\_\_\_ (Member's Name) \_\_\_\_\_ was absent from the \_\_\_\_\_ (Regular or Special) \_\_\_\_\_ Board Meeting on \_\_\_\_\_ (Date) \_\_\_\_\_ for the following reason:

- \_\_\_\_\_ At the time of the meeting, the absent Board member was performing services elsewhere on behalf of the Board and with the Board's prior consent.
  - \_\_\_\_\_ At the time of the meeting, the absent Board member was ill or on jury duty.
  - \_\_\_\_\_ The Board member's absence was due to a hardship\* deemed acceptable by the Board as follows: \_\_\_\_\_  
\_\_\_\_\_
- (\* Hardship is defined the same as "personal necessity" authorized for employees of the Solano County Office of Education such as appearance in court, religious holiday, death or serious illness/injury of immediate family member, personal emergency/accident, or personal business.)

**BE IT FURTHER RESOLVED**, that this Board does hereby declare that the absence of Trustee \_\_\_\_\_ (Last name) \_\_\_\_\_ on \_\_\_\_\_ (Meeting Date) \_\_\_\_\_ was of a nature to warrant full payment for that meeting.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by the Solano County Board of Education, Solano County, California, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

**CERTIFICATION**

I, Lisette Estrella-Henderson, Secretary to the Solano County Board of Education, Solano County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regular meeting thereof held on the above stated date, which resolution is on file in the office of said Board.

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date

SOLANO COUNTY OFFICE OF EDUCATION  
EXTENSION OF BENEFITS FOR RETIRED (FORMER) BOARD MEMBERS

	Less than 12 Years' Service*	12 or More Years' Service*
Under Age 60**	<p>(1)</p> <p>Government code 53201 allows agency to provide benefits if the board member agrees to pay the full cost of the benefits; unlimited duration. Covers member and dependents.</p>	<p>(2)</p> <p>Same provisions as retired management; board members may purchase benefits for unlimited duration. Covers member and dependents.</p>
Over Age 60**	<p>(3)</p> <p>If service is 7 years or more, same as management provisions in that board members will be eligible for employer-paid premiums of \$260 per month for 8 years for member and dependents. May purchase benefits for unlimited duration after employer-paid premiums terminate.</p> <p>If less than 7 years, same language as one (1).</p>	<p>(4)</p> <p>Eligible for employer-paid premiums from \$260 to a maximum of \$380 per month for 8 years for member and dependents. May purchase benefits for an unlimited duration after employer-paid premiums terminate.</p>

If a board member retires prior to age 60, member is not eligible for any retroactive employer-paid provision when member turns 60.

\* Government Code 53201

\*\* SCOE Management Policy provides a choice of dental, vision, and medical.