

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 2001
Policy Name: Board Member Compensation
Date Approved: February 6, 2025

By this policy, the Utah State Board of Education, (the Board) establishes the following internal policies and procedures for setting Board members’ per diem payments, and reimbursement of travel related expenses.

1. Definitions For Purposes of this policy, the following definitions apply:

- a. “Board standing committee” means:
  - i. the Audit Standing Committee;
  - ii. the Finance Standing Committee;
  - iii. the Law and Licensing Standing Committee;
  - iv. the Standards and Assessment Standing Committee; and
  - v. the Utah Schools for the Deaf and the Blind Committee.

2. Eligible Meetings

- a. The “salary” of Board members shall be established pursuant to Subsection 36-2-3(4). Board members shall receive salary for attendance at meetings of the Board and any other meeting authorized by the Board.
  - i. The Board designates the following as meetings of the Board eligible for payment of salary:
    - A. a regularly scheduled full monthly Board meeting day;
    - B. a regularly scheduled monthly Board standing committee meeting day;
    - C. a legislative Board meeting day;
    - D. a Board training day; and
    - E. a special Board meeting or standing committee meeting day at the discretion of the Board chair.
  - ii. The Board designates the following as other authorized meetings eligible for payment of salary:

- A. a Board leadership meeting day for a member of Board leadership, up to twice monthly;
  - B. a Board Executive Committee meeting day for a member of Board leadership and Chairs of a standing committee;
  - C. as funding allows, a Board task force or other Board committee meeting day for a Board member assigned, in accordance with Attachment 1.
- iii. A Board member may not receive salary for other meetings in excess of legislative appropriations or the Board's budgets.
- b. A Board member may receive compensation for up to a total of 84 meetings per year for time worked related to:
    - i. Board agenda items;
    - ii. Boardmember district meetings;
    - iii. Meetings related to the objectives of the Board's strategic plan; or
    - iv. A legislative general session or interim meeting.

### 3. Reimbursable Expenses

- a. Board members may receive per diem payments in accordance with Section 63A-3-106 and Rule R25-5 when designated to represent the Board by attending official meetings of a statutorily created board, commission, council, committee, task force, or similar body when payment of salary is prohibited by statute.
  - i. Per diem payments are taxable income.
  - ii. Per diem payments shall be paid through the payroll system.
  - iii. A Board member may decline to receive per diem payments.
- b. Board members may receive reimbursement for travel and travel related expenses incurred as a result of attending eligible meetings.
- c. Travel expenses shall be reimbursed pursuant to Section 63A-3-107 and Rule R25-7.
- d. All travel expenses must receive prior approval of Board leadership.
- e. Board members may decline to receive reimbursements for travel and travel related expenses.

4. Attendance Requirements for Reimbursement

- a. Board members may attend meetings telephonically or by other electronic means but must provide the appropriate signed affidavit of participation to receive salary or per diem payments.
- b. A Board member who attends part of a meeting in person and part of a meeting by other means may receive compensation and travel reimbursement as if the member attended the meeting in person.
- c. If a Board member attends more than one meeting per day, the Board member will only receive one day's worth of salary for that day.

5. Public Information

Board staff shall include an information item on the Board agenda quarterly detailing salary and reimbursement payments to individual Board members.

**Board Policy 2001 Attachment 1**  
**Utah State Board of Education Member**  
**Advisory Committee/Outside Committees/Task Force Assignments**

<b>External Committee Assignments</b>	<b>Reference</b>	<b>Term</b>	<b>Compensation</b> <i>(Salary or per diem, and travel expenses)</i>
GO Utah's Talent, Education, and industry Alignment Subcommittee	63N-1b-301 The Board Chair or designee	None designated	Per statute, members may not receive compensation; eligible for per diem and travel expenses in accordance with 63A-3- 106 and 107.
ULEAD Director Selection Committee	53E-10-704  One USBE member appointed by the Board Chair	Two years	Per statute, members may not receive compensation or travel expenses.
ULEAD Steering Committee	Utah Code 53E-10-707  One member appointed by the Board Chair	One year	Per statute, members may not receive compensation or travel expenses.
Utah Underage Drinking Prevention Program Advisory Council	Utah Code 53G-10-406  Two USBE Members appointed by the Board Chair	None designated	Eligible for salary and travel expenses.
State Charter School Board	USBE Member is invited to participate as a liaison	None designated	Eligible for salary and travel expenses.
Utah High School Activities Association Board of Trustees	<u>53G-7-1103 and</u> UHSAA Handbook One USBE Member is invited to be a voting member	None designated	Eligible for salary and travel expenses.
Utah Rural Schools Association Board of Trustees	One USBE Member is invited to be a voting member	None designated	Eligible for salary and travel expenses.
USBA Board of Directors	USBE Member is invited to be a non-voting member	None designated	Eligible for salary and travel expenses.
NASBE Board/Committee/ Study Groups	Participation invited and appointed by the Board/Board Chair	As designated	Eligible for salary and travel expenses.

<b>Internal Advisory Committee Assignments</b>	<b>Reference</b>	<b>Term</b>	<b>Compensation (Salary and travel expenses)</b>
Assessment and Accountability Policy Advisory Committee (AAPAC)	Board Policy 5002 Two non-voting USBE Members appointed by Board chair	Not designated for non-voting members	Eligible for salary and travel expenses.
Student Data Policy Advisory Group	53E-9-302 and Board Policy 5003 One or more USBE Member(s) appointed by the Board Chair	4 years	Eligible for salary and travel expenses.
Teacher of the Year Selection Committee	One USBE Member appointed by the Board Chair	None designated	Eligible for salary and travel expenses.
USBE IT Governance Council	Created by staff Two USBE Member(s) appointed by the Board Chair	None Designated	Eligible for salary and travel expenses.

<b>Task Force Assignments</b>	<b>Reference</b>	<b>Term</b>	<b>Compensation (Salary and travel expenses.)</b>
Board approved task forces	Appointed by Board Chair		Eligible for salary and travel expenses
Mediation teams, RFP committees, hearing panels, and other committees requiring Board member participation	Appointed by Board Chair		Eligible for salary and travel expenses

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