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## **SBE Housekeeping**

**Reimbursement/Expense Forms:** Expense forms are included in the SBE packet that is mailed to members in advance of the monthly meeting. These forms are populated with the member's name, address and funding codes. The daily per diem is \$50.00 and the mileage reimbursement rate is \$0.54/mile. Once completed and totaled, the form should be signed and dated by the member and submitted to the Board Chair. The Board Chair will verify the expenses and the calculations, sign the form, and submit it to the AOE for processing. Usually, forms are submitted to the Board Chair the day of the monthly Board meeting. Compensation for members of certain boards is addressed in [32 V.S.A. § 1010](#).

**Vermont.gov email accounts:** have been requested to be set up for new board members and the expectation is that State Board business will be conducted through these email accounts. For any technical questions regarding these accounts, please contact Morgan Ecklund at [Morgan.Ecklund@vermont.gov](mailto:Morgan.Ecklund@vermont.gov) / 802-479-1095 or [Kelley.Bonneau@vermont.gov](mailto:Kelley.Bonneau@vermont.gov) / 802-479-1117. All email will be sent to your Vermont.gov email address. You will also be added to the distribution list for the SBE.

**Meeting dates and deadlines for receiving agenda items:** SBE packets need to be copied and collated by AOE staff and put in the mail on the Wednesday morning prior to the Tuesday SBE meeting. You will receive an invite via Outlook reminding you of the deadline for getting agenda items to the AOE in time enough to be copied, collated and mailed. This deadline is 1:00 p.m. on the Monday *of the week prior* to the week of the SBE meeting. All agenda items submitted to the AOE, must have the approval of the Board Chair.