



## PROCEDURAL SUBCOMMITTEE AGENDA

Tuesday, December 6, 2018

3:30 – 4:00 p.m.

Conference Call: (877-336-1828, Access code 8478084 *(listen only)*)

### Meeting Outcomes

- Review substitute reimbursement form
- Recommend form for full Council consideration

<b>3:30</b>	<b>1.0 Preliminary Business</b>	
	1.1 Welcome Remarks, Agenda Review/Outcomes	Subcommittee Chair Scruggs
	1.2 Roll Call	Debbie Green
<b>3:40</b>	<b>2.0 Public Comment</b>	Subcommittee Chair Scruggs
	<i>Public testimony should be submitted in writing to EACinfo@oregonlearning.org</i>	
<b>3:45</b>	<b>3.0 Policies &amp; Procedures Manual Appendix Item Discussion</b>	Subcommittee Chair Scruggs
	3.1 Substitute Teacher Expense Reimbursement Form	
<b>3:55</b>	<b>4.0 ACTION ITEM: Approve recommended Substitute Teacher Expense Reimbursement form for full EAC consideration</b>	All
<b>4:00</b>	<b>Adjourn</b>	

Unanticipated agenda items may or may not be included. All Educator Advancement Council meetings are open to the public and conform to Oregon public meetings laws. Accommodations requests should be submitted to [EACinfo@oregonlearning.org](mailto:EACinfo@oregonlearning.org) (503)373-1283 at least 48 hours in advance. To subscribe to meeting notices please register [here](#) or [www.education.oregon.gov](http://www.education.oregon.gov) to also find upcoming meetings and prior meeting materials.



## Substitute Teacher Expense Reimbursement

The Educator Advancement Council (EAC) will reimburse substitute teacher costs for EAC Directors whose absence requires a teaching substitute. The district business office will submit an invoice to:

Educator Advancement Council  
c/o Chief Education Office  
255 Capitol Street NE, 4<sup>th</sup> Floor  
Salem, Oregon 97310

for reimbursement costs for the actual substitute, not the director, within 60 days of the actual expense, or adoption date of this directive, whichever is later. The invoice should clearly indicate:

- ✓ Name of attending director;
- ✓ Name, date and location of meeting;
- ✓ EAC contact person authorizing substitute reimbursement; and
- ✓ Substitute name and cost.

The EAC Administrative Agent will facilitate invoice approval and forward to the Oregon Department of Education for payment.

*Internal Use – ODE directions:*

1. *The EAC Administrative Agent will review the invoice for completeness, approve and forward to the appropriate ODE staff with a copy of the Director's appointment letter.*
2. *If questions remain, please contact [debbie.green@state.or.us](mailto:debbie.green@state.or.us) or call her at (503) 373-1283.*