

Title: Cost Estimate for Regional Board Meetings (FY2026-27)

Draft: 1

Date: March 25, 2026

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Executive Summary

This memorandum outlines the estimated budgetary requirements for conducting **seven regional meetings** across the State of Utah/ These meetings are designed to facilitate direct engagement between Board members and local stakeholders such as Local Education Agency (LEA) Teachers and Administrators. The total requested allocation for this initiative is **\$150,000**. The recommended source for this purpose is the Board's Budget.

Budget Breakdown

The proposed budget is designed to cover all logistical costs associated with conducting high-quality, accessible meetings in various geographical regions of the state.

Category	Description	Estimated Total
Board Member Travel	Mileage reimbursement, airfare (if applicable), and local transport.	\$25,000
Lodging	Hotel accommodations for Board members and essential staff.	\$35,000
Board Member Meals	Per diem meal allowances during travel days.	\$10,000
Participant Meals	Catering for up to 50 stakeholders per meeting (7 meetings).	\$70,000
Facility/Misc.	Incidentals and meeting room requirements.	\$10,000
TOTAL		\$150,000

Key Assumptions

- **Participant Engagement:** The budget accounts for meals (lunch or dinner) for up to **50 invited participants** per location (e.g., local superintendents, teachers, and community leaders), totaling 350 participants statewide.

Contact Person: Board Member Joseph Kerry - Joseph.Kerry@schools.utah.gov
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- **Board Attendance:** Travel and lodging costs are calculated based on the participation of Board members conducting or attending the specific regional sessions.
- **Geographic Coverage:** Locations will be selected to ensure representation across northern, central, and southern Utah, including rural districts. And, in the interest of ensuring maximum USBE member participation of up to seven (but no more than seven) board members per meeting.

Conclusion

Allocating these funds will ensure that the Board maintains a visible and active presence throughout the state, fostering transparency and collaboration with the communities, teachers, and/or administrators we serve. We request the Finance Committee's review and recommend that the \$150,000 be approved by the full board and that the funding come from the Board's State Fiscal Year 27 budget.

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