



**Board Meeting Date:** 1/9/2023

**TITLE:** Policy Review

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 212 School Board Member Development
- Policy 214 Out-of-State Travel by School Board Members
- Policy 217 Legislative Involvement

**RECOMMENDATION:** Review the suggested modifications for Policies 212, 214, and 217.

**DESIRED OUTCOMES FROM THE BOARD:** Review suggested modifications and bring any questions you may have.

**ATTACHMENTS:**

1. Policy 212 School Board Member Development
2. Policy 214 Out-of-State Travel by School Board Members
3. Policy 217 Legislative Involvement

## School Board

### School Board Member Development

#### I. Purpose

This policy encourages members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

#### II. General Statement of Policy

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). Board members receive training in school finance and management developed in consultation with MSBA.
- B. All board members are encouraged to participate in board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. Board members are expected to report back to the board with materials of interest gathered at the various meetings and workshops.
- D. The board will reimburse the necessary expenses of all board members who attend meetings and conventions pertaining to school activities and the objectives of the board, within the approved policy and budget allocations of the school district.

#### Legal Reference:

Minn. Stat. § 123B.09, Subd. 2 ([Independent School Board Member Training](#))

#### Cross Reference:

Policy 214 (Out-of-State Travel by School Board Members)

Policy 708 (Expense Reimbursement)

#### Policy

adopted: 04/16/07

amended: 12/10/12

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

revised: 12/17/18

## School Board

### Out-of-State Travel by School Board Members

#### I. Purpose

This policy regulates out-of-state travel by school board members as required by law.

#### II. General Statement of Policy

School board members have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws and district policies that relate to their functions as board members. Occasionally, it may be appropriate for board members to travel out of state to fulfill their obligations.

#### III. Appropriate Travel

Travel outside the state is appropriate when the school board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district will be preapproved by the board.

#### IV. Reimbursable Expenses

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

#### V. Reimbursement

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel is reimbursed at the mileage rate set by the school board. Commercial transportation will reflect economy fares and will be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed must be within the board's approved budget allocations, including attendance at workshops and conventions.

Legal References:

Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Minn. Stat. § 471.661 (Out-of-State Travel)

Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross Reference:

Policy 212 (School Board Member Development)

Policy

adopted: 04/16/07

amended: 12/10/12

revised: 12/17/18

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## School Board

### Legislative Involvement

#### I. Purpose

This policy defines the school district's advocacy role in state and national legislation related to education.

#### II. General Statement of Policy

Edina Public Schools recognizes the importance of district involvement in shaping educational policy, funding, programs and laws at the state and national level. The school board and district administration are involved at the state and national level, especially with federal and state elected officials representing Edina Public Schools.

#### III. Legislative Action

- A. The school district will develop legislative initiatives to pursue. These initiatives will align with the district's [vision](#), mission, [values, and core beliefs](#) and [prioritizes](#) the needs [of the district](#), the metropolitan region and [the](#) state.
- B. Once the school board adopts its legislative initiatives, board members and employees may publicly speak on behalf of those initiatives in compliance with Policy 107 – Public Relations and School Communications.
- C. The district will be a member of educational organizations that promote and lobby for educational priorities that align with the district's mission. The district will have active representation in these organizations.
- D. As needed, the district may work with stakeholders, including employees, parents and community members, to serve in an advisory and/or advocacy capacity with respect to legislative issues. Issues for which such a group would be organized will directly relate to the district's mission. Coordination of legislative advisory or advocacy groups will be the responsibility of the superintendent or designee.
- E. For issues not adopted as legislative initiatives, a board member or district employee may use his or her title while speaking in support of issues that adhere to and promote the district's [vision](#), mission, [values and core beliefs](#) as long as the employee or school board member makes it clear that ~~their~~ ~~his or her~~ position does not represent the district's legislative position [or the collective school board](#).

Policy  
adopted: 6/22/09  
Revised: 3/13/13  
Revised: 1/28/19  
Revised: 4/11/22

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota