

TO: School Board Members

FROM: Peter Olson-Skog, Superintendent

DATE: August 18, 2025

SUBJECT: Review of Policy 412 – Expense Reimbursement

**BACKGROUND:**

An administrative review of Policy 412 on expense reimbursement has been performed and the current policy adheres to the district's processes and procedures currently in place. The district's current policy was reviewed against MSBA's model policy and continues to match that language. Based on this review, no changes are recommended at this time.

School District 197 reviews its policies on a 3-year cycle unless otherwise required by law. Typically, recommended policy changes are brought to the school board for three readings, with approval at the third reading. However, when the administration is recommending minor or no changes to the policy, it is labeled as an "administrative review." Consistent changes the board has asked to be applied to policies are considered minor. One example is using more inclusive language such as using "parent/guardian" instead of just "parent."

When labeled an "administrative review" the policy is placed on the consent agenda for a single reading with a recommendation to approve the policy as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda to discuss it as part of the main agenda.

The policy was also reviewed using the 4-Way Equity Test. This policy does not provide specific opportunities for the underserved, underrepresented or disadvantaged, but rather provides compliance procedures so district expense reimbursements meet applicable local, state and federal regulations.

**RESOLUTION:**

***BE IT RESOLVED*** by the School Board of School District 197 to approve Policy 412, Expense Reimbursement, as presented.