



Board Member Handbook Updates 01.13.2025 Summary

Summary of Recommendations

Page 12: Add Board Member Expense Reimbursement Language *“Expense reimbursement requests must be approved by the school board chair prior to incurring the expense. Board members may request reimbursement in accordance with Policy 412.1 PR . Note: The maximum meal reimbursement will be in accordance with local per diem and mileage reimbursement is based on the Internal Revenue Service (IRS) standard mileage rate.”*

- **Page 14 :** Add: *“administrator authorized to perform the routine functions of the clerk”* (ensures meeting notices are properly posted)
- **Page 15:** Add *“The board will recite the Pledge of Allegiance after “call to order” at every regular board meeting and work session.”*
- **Page 17:** Update to align with 206 & 206.2PR
- **Page 18:** Add entire page *“Visiting School Buildings and Classrooms”* Includes suggestions/feedback from district administration.
- **Page 19:** Add *“Contacting Legal Counsel- The board member authorized to contact legal counsel is the board chair.”* This is what the board has done in the past and it is the recommendation of MSBA
- **Page 26:** Replace annual goals with Executive Search Procedures/ move elevations statement to Pg.27.
- **Page 28:** Add the entire page *“Subsequent Contract Negotiations”* This procedure was created using MN Statute, current contract language, and the procedure that was used to negotiate the current contract.
- **Page 29:** Add language for combined committees, student school board committee mission, and in-district liaisons descriptions.
- **Page 31:** Align three year policy review cycle language with policy 208. Removed sentence referring to 2018-2021.
- **Page 33::** Add *“Sunsetting a policy”* This is the current procedure used by the board and it is included in 208.2PR

Additional Revisions & Updates: Upon approval the Strategic plan will be added. Pg.10.