



Board Meeting Date: December 8, 2025

Title: International Travel Proposed Change to the Approval Process

Type: Discussion

Presenters: Jody De St. Hubert, Director of Teaching and Learning

Background: In alignment with Edina School Board Policy 538, all international travel experiences require formal approval by the School Board. Over the past three years, the Board and administration have strengthened the approval process through the adoption of a comprehensive pre-approval checklist and multi-level review system. This process is completed prior to any item coming to the Board and requires documented sign-off by the travel experience lead, the building administrator, the Director of Teaching and Learning, and the Superintendent.

Because this rigorous process ensures that all proposals meet district expectations for safety, educational value, equity, and financial stewardship, we are recommending an adjustment to the Board's approval method. This adjustment has been presented in a fall update.

Specifically, we are requesting that international travel proposals be placed on the Board agenda as consent items, rather than requiring separate discussion and action. This change maintains the Board's authority and oversight while streamlining meeting procedures.

Tonight's discussion seeks initial Board conversation to shift international travel approvals to the consent agenda, contingent upon the full completion of the established pre-approval process.

Recommendation: Review the proposed change to the process for board approval for international travel.

Desired Outcomes from the Board: Review the report, have questions prepared, and provide feedback on the key information presented.