

**FOREST LAKE AREA SCHOOLS**


6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • [www.flaschools.org](http://www.flaschools.org)

*Superintendent.....Dr. Linda M. Madsen*  
*Administration & Human Resources..... Donna M. Friedmann*  
*Business Services..... Lawrence A. Martini*  
*Community Education..... Julie A. Ohman*  
*Special Education..... Deborah A. Wall*  
*Teaching & Learning..... Jennifer S. Tolzmann*

May 9, 2014

TO: Kathleen Bystrom  
Jim Caldwell  
Carol Geiger  
Julie Greiman  
Kathy McMorrow  
Emily Scherer  
Garret Swanson  
Erin Turner  
Deborah Wall

FROM: Donna M. Friedmann   
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 7:00 p.m. on Thursday, May 15, 2014, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota 55025

*Policy Committee Meeting*  
*May 15, 2014 – 7:00 p.m. – District Office Boardroom*

**AGENDA**

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|--|
| 1. Out-of-State Travel by School Board Members Policy 103B |
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2. Consideration of Other Policies to be Scheduled for Review
  3. Other Matters
  4. Annual Policy Reviews
    - Family & Medical Leave Policy 428 (September 2014)
    - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2014)
    - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2014)
    - Wellness Policy 546 (September 2014)
    - Student Sex Nondiscrimination Policy 421 (October 2014)
    - Technology Acceptable Use and Safety Policy 540 (November 2014)
    - Student Transportation Safety Policy 531 (November 2014)
    - School Board Member Reimbursement Guidelines Policy 103A (December 2014)
    - Out-of-State Travel by School Board Members Policy 103B (December 2014)
    - Anti-Bullying Policy 541 (January 2015)
    - Crisis Management Policy 538 (February 2015)
    - Discipline Policy 515 (February/March 2015)
    - Harassment and Violence Policy 425 (April 2015)
  5. Future Policy Review
    - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
    - Random Drug Testing
  6. Policies at School Board for Action on 5/1/14
    - Discipline Policy 515 – Approved
    - Consider Discontinuance of : Cancellation of Student Activities Policy 523 – Approved
    - Emergency Closing of Schools Policy 608 – Approved
    - Consider Discontinuance of: Compulsory Attendance Policy 503 – Approved
    - Harassment & Violence Policy 425 – 1<sup>st</sup> Reading
    - Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review

**OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

**103B**

**I. PURPOSE**

The purpose of this policy is to control 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 school 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, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school 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 school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school 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 should be preapproved by the school 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 consistent with Policy #302.

**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 shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

1. Airline Travel Credit

- a. Elected officials utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the elected official.
  1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
  2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
  3. Elected officials who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
  4. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

**VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

*Legal References:* Minn. Stat. § 15.435 (Airline Travel Credit)  
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. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (August 4, 1997) (Transportation Expenses)

*Cross References:* Travel Expense Reimbursement Policy 302  
School Board Member Reimbursement Guidelines Policy 103A

ADOPTED: 12/15/05  
12/07/06  
02/07/08  
02/05/09  
02/04/10  
05/05/11  
02/02/12  
02/06/13

No Changes: 02/06/14

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 214

Orig. 2005

Revised: \_\_\_\_\_

Rev. 2009

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

*[Note: School districts are required by statute to adopt a policy addressing this issue.]*

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Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)