

## SCHOOL POLICIES INDEPENDENT SCHOOL DISTRICT 16

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<b>SERIES</b>	200	School Board
<b>SUBJECT</b>	212	School Board Member Development
<b>Adopted</b>		December 12, 2000
<b>Revised</b>		June 13, 2006

### I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the 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). School Board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All School Board members are encouraged to participate in School 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. School Board members are expected to report back to the School Board with materials of interest gathered at the various meetings and workshops.
- D. The School Board will reimburse the necessary expenses of all School Board members who attend meetings and conventions pertaining to school activities and the objectives of the School Board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.
  - 1. Air travel by the most direct route, not to exceed commercial coach airfare.
  - 2. The use of rental vehicles shall be restricted to situations where commercial/shuttle transportation is unavailable.
  - 3. Only the cost for single room occupancy shall be reimbursed.

4. Daily per diem allowance for meals, including gratuities, shall be established annually at the Board's Organizational Meeting. If less than a full day of attendance occurs, the following per diem percentages shall be used:

Breakfast	20% of the daily total
Lunch	25% of the daily total
Dinner	55% of the daily total

5. Personal car mileage shall be paid at the standard rate established by the IRS for business purposes.
6. Board members may obtain a cash advance from the district up to \$600 exclusive of airfare and room costs.

Final payment shall be made after the submission to the Business Office of reimbursement claims which are accompanied by appropriate documentation and/or receipts of expenditures and which are approved by the Board Treasurer. All claims must be submitted within 30 calendar days after the conclusion of a convention.

**Legal References:** Minn. Stat. 123B.09, Subd. 2 (School Board Member Training)

**Cross References:** Policy 216 (Out-of-State Travel by School Board Members)  
Policy 412 (Expense Reimbursement)