


# MEMO

TO: Board of Education  
CC: Central Office Administrators  
FROM: Sarah Riss   
DATE: April 21, 2016  
RE: BOE Policy Subcommittee Item of Consideration

Following are recommendations from the BOE Policy Subcommittee. These changes will be presented during our April 25th meeting and will be included on the consent agenda for approval during this meeting. Please feel free to contact one of the committee members with any questions.

## Policy Subcommittee Notes March 7, 2016

Policy	Title	Type of Change	Recommended Change
DGA	Authorized Signatures	Minor	Accepted recommendations from MSBA and added use of stamp signatures
DLCA	Travel Expenses	Minor	Accepted recommendations from MSBA

Next Meeting Date:

### *Types of Changes:*

Grammar	Grammatical
Minor	Minimal word changes not impacting current practice
Major	Major change that impacts current practice
Current	Changes that better reflect current practice

**WEBSTER GROVES SCHOOL DISTRICT**  
**BOARD OF EDUCATION ITEM OF CONSIDERATION**

**DATE: April 25, 2016**

**TOPIC/PROPOSAL:**

Approval of proposed policy changes recommended by the Board Policy Subcommittee  
Policies: DGA and DLCA.

**BACKGROUND INFORMATION:**

The Board Policy Subcommittee has reviewed the policy changes recommended by MSBA for policies DGA and DLCA. A summary of the proposed changes for selected policies is attached for your review. These were shared during the April 11th board meeting and are included on the agenda for approval during the April 25th Board of Education meeting.

**INSTRUCTIONAL IMPACT/RATIONALE:**

The proposed policy changes will better reflect the current practices of WGSD and improve the practices of WGSD.

**CSIP/DISTRICT GOAL ADDRESSED:** All

**FISCAL NOTE:** NA

**ADMINISTRATIVE RECOMMENDATION:**

- Action Requested: \_\_\_\_
- Information:   X
- Proposed Motion for Approval (if applicable):

I move that the Board of Education approve the proposed policy changes recommended by the Board Policy Subcommittee for Policies: DGA and DLCA.

**PREPARED BY:** Sarah Booth Riss

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Board Vote:** \_\_\_\_ (yes) \_\_\_\_ (no) \_\_\_\_ (abstain) \_\_\_\_ (Consent Agenda)

## REFERENCE COPY

FILE: DGA  
Critical

### EXPLANATION: AUTHORIZED SIGNATURES

The district has revised the section under “Facsimile Signatures” so that it only authorizes the use of facsimile signatures on checks. Does the district ever use signature stamps on contracts or other documents? If so, the policy as modified does not allow signature stamps to be used in those instances. Is that what the district intended?

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X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: DGA  
Critical

**REFERENCE COPY**

## REFERENCE COPY

FILE: DGA  
Critical

### AUTHORIZED SIGNATURES

The superintendent or designee is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and district liability.

In general, the superintendent or designee may sign documents on behalf of the district or the Board as long as the document is accurate, has been adequately approved by the Board when necessary and is in the best interest of the district. However, when the law or Board policy requires others to sign documents on behalf of the Board or the district, those persons are the only persons who may sign the document.

#### Contracts

A contract is a binding, written agreement between the district and an individual or entity. In accordance with law, a contract with the district must be approved by a majority of the whole Board. After the Board has approved the contract, the Board president, Board secretary and superintendent or superintendent's designee have the authority to sign the contract on behalf of the district unless state or federal law requires a specific person to do so.

#### Employment Contracts

In accordance with law, a contract and the employment of a person must be approved by a majority of the whole Board. In addition, employment contracts for certificated personnel must be signed by the Board president and attested to by the Board secretary.

#### Checks

In accordance with law, bills must be approved by a majority of the whole Board. Once the bills are approved, the president and treasurer of the Board shall sign all checks issued by the school district. The Board strictly prohibits any person from signing a blank check.

#### Federal and State Grants, Funds or Programs

Unless otherwise specified in the federal or state grant or contract, the superintendent or designee has the authority to sign necessary assurances and compliance documents on behalf of the Board. Before signing, the superintendent or designee will verify that the assurances and documents are accurate. All documents will be made available to the Board upon the request of any Board member.

FILE: DGA  
Critical

## REFERENCE COPY

### Special Education Mediation and Settlement Agreements

The person(s) designated by the Board in policy IGBA may sign and legally bind the district in mediation and settlement agreements regarding services provided to students with disabilities.

### Construction Change Orders

The person(s) designated by the Board in policy FEF as the district's personal representative(s) may sign change orders within the limits set in Board policy.

### Facsimile Signatures *and signature stamps*

*or signature stamp*  
The Board provides authorization for the signatures to be affixed to the checks in facsimilie, provided the officer has a manual signature that has been certified under oath on file with the Missouri Secretary of State. However, prior to the mailing or delivery of any check with a facsimilie signature, the check ledger on which such check appears shall be approved by both the treasurer and the president or vice president.

*or using signature stamps*

Signature stamps and other facsimile signature devices will be kept locked or otherwise secured from unauthorized use and will only be used on approved documents by persons authorized by the superintendent or the Board. An individual must receive specific approval from the person whose signature is being used prior to affixing it to a particular document unless it is a contract or payment that has received prior approval by the Board.

*or signature stamp*  
When an individual uses another person's facsimile signature, the individual must document the date it was used, the document(s) it was used on, the amount of the contract or check, if applicable, and the reason a facsimile signature was used instead of the actual signature. The individual using the signature and one other district employee must sign this documentation, verifying that the facsimile signature was appropriately used. The documentation will be provided to the person whose facsimile signature was used at least monthly so that person may verify that the signature is being used correctly.

*or signature stamp*

*or signature stamp*

### Electronic Signatures

To the extent allowed by law, individuals authorized to sign documents on behalf of the district may sign those documents electronically. Unlike facsimile signatures, which are designed to be used by persons other than the individual whose signature is needed, an electronic signature is intended to be used only by the individual signing the document in situations where the document is electronic or it is inconvenient to sign a document manually. Only the individual whose signature is being used or a person directly supervised by that person who has been given explicit permission to use the signature on that particular document may sign a document with an electronic signature.

## REFERENCE COPY

FILE: DGA  
Critical

### Consequences

The Board strictly prohibits any misuse of facsimile signatures or electronic signatures and the use of forged signatures. The Board further prohibits any employee or Board member from knowingly signing an unauthorized or inaccurate document on behalf of the district or the Board. Employees will be disciplined and may be terminated for any violation of this policy or for impropriety involving official documents and signatures. Board members may be removed from any appointed position or committee and reprimanded. The superintendent or designee is directed to contact law enforcement or other legal authorities to report any potential criminal activity.

\* \* \* \* \*

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 09/13/1993

Revised: 06/08/1998; 12/14/2015

Cross Refs: BCB, Board Officers  
BCC, Appointed Board Officials  
FEF, Construction Contracts Bidding and Awards  
GCD, Professional Staff Recruiting and Hiring  
IGBA, Programs for Students with Disabilities

Legal Refs: §§ 105.273 - .276, 162.301, .959, .961, 165.021, .091, 168.101, .108, 432.200 - .295,  
RSMo.  
Electronic Signatures in Global and National Commerce Act, 15 U.S.C. §§ 7001 -  
7006

Webster Groves School District, St. Louis, Missouri

## REFERENCE COPY

FILE: DLCA  
Critical

EXPLANATION: TRAVEL EXPENSES

Revised per attorney recommendations.

### ATTORNEY COMMENTS:

I have concerns regarding the amendment to the list under "Airplane or Other Transportation." The federal government has adopted regulations governing how federal dollars can be spent by district and other recipient. While the travel guidelines are overall quite general, the regulation regarding air travel is quite specific. Regulation 2 C.F.R. 400.474(e) states:

(e) Commercial air travel.

(1) Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

- (i) Require circuitous routing;
  - (ii) Require travel during unreasonable hours;
  - (iii) Excessively prolong travel;
  - (iv) Result in additional costs that would offset the transportation savings; or
  - (v) Offer accommodations not reasonably adequate for the traveler's medical needs.
- The non-Federal entity must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.

\* \* \*

MSBA's policy language came from this regulation. While the district's change would be fine for other types of travel or in situations where federal funds are not used, they are not allowable for federal programs.

MSBA wrote this policy so that the same rules applied to all travel, regardless of the source of the funds, to avoid confusion. If the district would like to include some kind of an exception in situations where federal funds are not used, or qualify the added statement, that is fine. However, as written I recommend that the district reconsider this change.



FILE: DLCA  
Critical

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	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
X	Transportation		Public Info/Communications		Technology

## REFERENCE COPY

FILE: DLCA  
Critical

### TRAVEL EXPENSES

The district will pay for travel expenses for district employees and Board members who travel outside the district for training, professional development, attendance at district-related meetings or for other approved reasons related to their positions with the district, unless such travel would cause the total meeting expense for that fiscal year to exceed the budgeted amount. All persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges. Specific limits on food, travel and lodging may be established by the superintendent or designee. The district is tax exempt and will not pay Missouri sales or use tax to any vendor or reimburse an employee or Board member for Missouri sales or use tax.

The following rules will apply to district employees unless the superintendent or designee determines that unusual circumstances justify an exception. Board members will follow this policy as well unless the Board or the Board president determines that unusual circumstances justify an exception. All exceptions will be documented in writing for auditing purposes.

#### Authorization for Travel

District employees must obtain prior authorization from a supervisor for district-related travel before the employee is allowed to incur travel expenses. Travel costs that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program and, when required, the state or federal contact overseeing the federal funds at the Missouri Department of Elementary and Secondary Education (DESE).

In general, the Board authorizes the superintendent to attend meetings and conferences in Missouri as long as the travel expenses are within the district's budget. However, the Board reserves the right to question all travel expenditures and, if necessary, limit future travel. The Board or the Board president must first approve the superintendent's out-of-state travel if such travel is at the district's expense unless the issue is otherwise addressed in the superintendent's contract.

#### Payment Method

1. *Direct Payment by District* – Board members and employees are required to register for meetings and make travel arrangements through the district whenever possible so that vendors are receiving payment directly from the district or through a district-issued purchasing card when available and authorized.
2. *Reimbursement* – Board members and employees should only pay for travel costs and seek reimbursement from the district in situations where direct payment by the district is not possible or practical, such as mileage reimbursements or payment for parking fees. Under

no circumstances will a Board member or employee be reimbursed above the amount authorized by the Internal Revenue Service (IRS) as reimbursable non-income for an employee.

3. *Per Diem* – In order to avoid claims that the Board member is receiving compensation in violation of state law, the district will not pay Board members a per diem amount for travel expenses. Employees will only be paid per diem amounts if other methods are not available and the payment is authorized by the superintendent or designee.

### **Documentation**

Original itemized receipts are required for all travel reimbursements with the exception of mileage. All documentation must be submitted to the superintendent or designee within 30 days of the end of the travel.

### ***Documentation for Use of Federal Funds***

When federal funds are used for travel, the district must be able to justify the necessity of the travel to the federal program and demonstrate that the costs incurred were reasonable and consistent with the district's travel policy. Therefore, district staff or Board members using federal funds for travel must provide sufficient documentation to the superintendent or designee who oversees the applicable federal program. Such documentation may include, but is not limited to, the following:

1. An agenda of the event attended.
2. A list of attendees at the event.
3. A written statement justifying the expense.
4. Evidence of prior written approval for the expense.

The superintendent or designee may require additional information when he or she determines it is necessary.

### **Specific Travel Rules**

#### ***Traveling by Personal Vehicle***

The district will pay for mileage when employees or Board members travel using their personal vehicles, but only for the actual distance necessary to attend the event and only if the employee or Board member is appropriately licensed to drive the vehicle and insured as required by law. The vehicle must be licensed as required by law. Employees and Board members transporting students will be reimbursed only if laws and district policies regarding the transportation of students are followed.

## REFERENCE COPY

FILE: DLCA  
Critical

Individuals who are traveling to the same destination are encouraged to share transportation. When sharing transportation, only the person whose vehicle is used may claim mileage.

The mileage allowance rate represents full compensation for the costs of operating the vehicle, including fuel costs. The district will not cover physical damage to the private vehicle or loss of its personal property contents. Employees and Board members who choose to drive in lieu of flying when flying is considered more economical shall be reimbursed up to the amount of the air travel. Likewise, employees and Board members who choose to fly when driving is more economical and/or efficient will only be reimbursed for the amount that would have been incurred if the employee or Board member had driven.

### *Traveling by District-Owned Vehicles or Rental Vehicles*

Employees and Board members may drive district-owned vehicles or rental vehicles only if they are appropriately licensed to drive the vehicle and insured as required by law. Employees and Board members transporting students must follow the laws and district policies regarding the transportation of students.

Employees and Board members are expected to use safe but inexpensive transportation services. Rental vehicles should be limited to mid-class or smaller economy vehicles unless a larger vehicle is needed to accommodate the number of persons attending or the price is the same or less to use a larger vehicle.

Employees and Board members who have been issued a purchasing card are required to use the card when purchasing fuel for district-related travel expenses using district-owned or rental vehicles; otherwise, the district will reimburse them for fuel purchased. The beginning and ending odometer reading for the trip must be included with the reimbursement request.

### *Parking and Other Travel Expenses*

The district will reimburse employees and Board members for reasonable parking fees and road tolls incurred as a necessary part of the travel, as long as proper documentation is provided.

### *Airplane or Other Transportation*

Employees and Board members are required to secure the lowest available fares for commercial airplane, train or other transportation services unless the fare would:

1. Require circuitous routing.
2. Require travel during unreasonable hours.
3. Excessively prolong the travel.

4. Result in additional costs that would offset the transportation savings.
5. Not meet the reasonable medical needs of the employee or Board member.
6. Other extenuating circumstances (applicable only when federal funds are not used).

If a Board member or employee relies on one of the listed exceptions, that exception must be approved and documented.

#### ***Business Travel Requiring Overnight Accommodations***

The district will not pay for hotel expenses unless an overnight stay is necessary to attend the function or returning to the district would be unsafe or cause the Board member or employee to travel late at night.

In general, lodging arrangements must be made prior to departure and paid by the district directly or through the use of a district purchasing card. If advanced planning is not possible, the district will reimburse employees and Board members for the reasonable cost of single occupancy hotel accommodations and a reasonable amount of gratuities. Conference or corporate rates must be utilized when available. Additional costs associated with higher-than-single-occupancy rates (spouse, children or guest) are not reimbursable and must be paid by the employee or Board member prior to check out.

#### ***Meals***

Employees and Board members are expected to limit meals to a reasonable expense amount. The district will reimburse for gratuity of up to 20 percent of the meal cost. The district will not reimburse employees or Board members for alcoholic beverages, nor will the district reimburse employees or Board members for the cost of meals that will be paid for or reimbursed by the district as part of the registration fees.

#### ***Seminar and Registration Fees***

Employees and Board members should register for seminars and conferences in advance so that the district may pay directly for the registration. In unusual situations where an employee or Board member must pay directly for such expenses, the district will reimburse at the lowest rate available if an adequate reason is provided. Requests for reimbursement must be accompanied by a receipt. The district will only pay for late registration fees when there is a valid reason the Board member or employee did not register earlier.

## REFERENCE COPY

FILE: DLCA  
Critical

### Unauthorized Expenses

The district prohibits any expense that is unauthorized, excessive or unnecessary as determined by the superintendent or designee. Unauthorized expenses include, but are not limited to:

1. Costs associated with the travel of a spouse, child or other person accompanying an employee or Board member.
2. Care of a dependent of a Board member or employee during the course of the travel.
3. Alcoholic beverages.
4. Snacks in addition to regular meals.
5. Personal expenses, including personal telephone calls.
6. Entertainment, unless the entertainment expense is part of the registration for the event in which the employee or Board member is participating and the expense is business related and typical for the event. These expenses should be approved by the employee's supervisor before the trip begins.
7. Expenses for travel extending beyond the time required for the meeting or business unless it is in the district's financial interest to extend the travel to obtain rate advantages.
8. Expenses incurred by non-employees traveling with the staff member or Board member, including room surcharges.
9. Fines for parking or traffic violations.

\* \* \* \* \*

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 01/09/2016

Revised:

FILE: DLCA  
Critical

## REFERENCE COPY

Cross Refs: BHA, Board Training and Development  
GBCC, Staff Use of Communication Devices

Legal Refs: 5 C.S.R. 30-261.045  
2 C.F.R. § 200.474

Webster Groves School District, St. Louis, Missouri