

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT: REQUEST FOR APPROVAL OF SCHOOL BOARD MEMBER TRAVEL (IN-STATE AND OUTSIDE OF THE STATE)**

**COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC PLAN: EFFECTIVE AND SUSTAINABLE OPERATIONAL PRACTICES**

In order to allow reimbursement to School Board members from the district school fund, for travel expenses incurred in the exercise of their regular duties and responsibilities as Board members, section 1001.39, Florida Statutes (2018) states that “any travel outside the district that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education.” Section 1001.39 also requires that: “Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence.” These requirements took effect on July 1, 2019.

Accordingly, this item seeks approval by the Board of all travel by School Board members taken in the furtherance of official business of the school district during the 2023-2024 school year. The list of travel being sought for approval includes all anticipated Board member travel (both in-state and outside of the state) that requires approval pursuant to § 1001.39, Florida Statutes (e.g., out of district travel that exceeds \$500 and travel outside of the state). Not all Board Members will attend each event, this list is a compilation of every Board Member’s current travel plans for official business of the school district.

<b>Conference/Event</b>	<b>Location</b>
Florida School Boards Association (FSBA)/ Florida Association of District School Superintendents (FADSS) Annual Joint Conference	Tampa, FL
COSSBA Federal Advocacy Conference	Washington, DC
State Legislative Session	Tallahassee, FL
Council of the Great City Schools (CGCS) Fall Conference	San Diego, CA
Annual FSBA Day in the Legislature	Tallahassee, FL

Consortium of State School Boards Associations (COSSBA) Annual Conference	Dallas, TX
FSBA/FADSS Annual Summer Conference 2024	TBD
Association of Latino Administrators and Superintendents (ALAS)	San Antonio, TX

A copy of the list of anticipated travel by School Board members and the requisite itemization of associated costs will be on file and available for inspection by the public, in the office of the Board Recording Secretary, Room 924 and in the Citizen Information Center, Room 102, 1450 NE Second Avenue, Miami, Florida 33132.

As the fiscal year progresses, travel by School Board members that was unanticipated as of the date of this item or that was not previously scheduled will require Board approval at a subsequent Board meeting.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida:

1) approve the travel by Board members, as delineated in this item and as specified in the list of anticipated travel by School Board maintained in the Office of Citizen Information, which is incorporated herein by reference, for travel that exceeds \$500 and for all travel outside of the State of Florida; and

2) find that said travel by School Board members is for official business of the school district and complies with rules of the State Board of Education.

**ANTICIPATED TRAVEL COST - BOARD MEMBERS 2023-24**

<b>Conference/Event</b>	<b>Location</b>	<b>Transportation</b>	<b>Taxi/Tolls/Parking</b>	<b>Hotel</b>	<b>Meals</b>	<b>Estimated Total</b>	<b>Estimated # Days</b>
FSBA/FADSS Annual Joint Conference	Tampa, FL	\$ 375.00	\$ 100.00	\$ 900.00	\$ 144.00	\$ 1,519.00	4
COSSBA Federal Advocacy Conference	Washington DC	\$ 500.00	\$ 75.00	\$ 900.00	\$ 108.00	\$ 1,583.00	3
State Legislative Session	Tallahassee, FL	\$ 500.00		\$ 900.00	\$ 108.00	\$ 1,508.00	3
Council of the Great City Schools Fall Conference	San Diego, CA	\$ 550.00		\$ 1,500.00	\$ 180.00	\$ 2,230.00	5
Annual FSBA Day in the Legislature	Tallahassee, FL	\$ 600.00	\$ 100.00	\$ 900.00	\$ 108.00	\$ 1,708.00	3
COSSBA Annual Conference	Dallas, TX	\$ 375.00	\$ 100.00	\$ 1,200.00	\$ 144.00	\$ 1,819.00	4
FSBA/FADSS Annual Summer Conference 2024	TBD	\$ 375.00	\$ 75.00	\$ 675.00	\$ 108.00	\$ 1,233.00	3
Association of Latino Administrators (ALAS)	San Antonio, TX	\$ 600.00	\$ 80.00	\$ 900.00	\$ 144.00	\$ 1,724.00	4