

January 21, 2025

To: Interim Superintendent Dr. Kevin Skelly, Mountain View Whisman School District
From: Budget Advisory Committee, Mountain View Whisman School District

RE: MVWSD BAC TRAVEL POLICY REVIEW AND RECOMMENDATION

Dear Dr. Skelly,

We appreciate the opportunity to contribute to the development of the new MVWSD Travel Policy. After careful review, the Budget Advisory Committee (BAC) deems the current draft as a positive update and recommends it for acceptance at the next School Board of Trustees meeting.

The BAC took the following steps to review the policy:

- Worked with the District business office to understand historical context and current travel needs.
- Reviewed the draft policy provided by the District Business Office, and made comments, raised questions, and offered suggestions directly on the working draft
- Discussed outstanding questions and concerns during the January BAC meeting, ultimately reaching a group consensus to recommend the current draft.

Basis for recommendation:

- **Policy alignment with district goals** – the policy supports professional development for educators and administrators, benefiting students through the adoption of best educational practices and helping retain top talent.
- **Transparency and accountability** – the policy now includes an approval process for both superintendent and Board of Trustee travel, which is consistent with prior approval processes for staff and administration.
- **Cost efficiency** – the policy strikes a balance between providing the ability to analyze potential areas for savings while ensuring practicality and enforceability.

The BAC confidently recommends the approval of this travel policy, believing it meets the district's current needs. As with all policies and procedures, we encourage a periodic review of the travel policy to reflect changing needs of the district.

The BAC continues to work on strengthening our community's trust and confidence in how the district manages its financial resources. We look forward to our continued collaboration.

Regards,
Patty Love and Doug Radtke, CPA
Co-chairs for the Budget Advisory Committee

Budget Advisory Committee (BAC) Objectives:

The purpose of the Budget Advisory Committee is to ensure that the Mountain View Whisman School District's financial decisions align with the strategic plan. The BAC does this by collaborating with the district to review, analyze, provide inputs, engage with the broader community, and make recommendations about the budget and finance policies to the superintendent.

Mountain View Whisman School District links:

[MVWSD BAC District Web Page](#)

[MVWSD Financial Reports](#)

[MVWSD Past Fiscal Reports](#)
