

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

**Subject: OUT OF STATE TRAVEL REQUEST -
NORTHWEST COUNCIL FOR COMPUTERS IN
EDUCATION CONFERENCE**

Action

Page(s): Three (3), including cover

Submitted by: Mark Ehrhardt, Director of Technology

Date: January 26, 2009

Background Information:

The Northwest Council for Computer Education Conference is one of the premier educational technology conferences held in this area. Mr. Ehrhardt will gain valuable information to assist in District-wide technology planning and staff development for the 2008-2009 school year. This is the second year that Mr. Ehrhardt is assisting in planning and managing the labs for conference workshops. The conference will be held in Portland, Oregon, February 17-20, 2009.

Administrative Consideration:

Mr. Ehrhardt is serving as a member of the conference planning committee. Registration and hotel accommodations will be covered by the NCCE. The only cost to the District will be travel to and from Portland, Oregon. Travel expenses will be covered from the Technology Department budget.

Superintendent's Recommendation:

That the Board approves the out of state travel request for Mark Ehrhardt to attend the Northwest Council for Computer Education Conference February 17-20, 2009.

OUT OF STATE TRAVEL REQUEST FORM

Any out of state travel for an employee of the District, for any group of students who are supervised by a certificated or classified staff member, or any employee, or student chosen to represent the District at any approved event, needs to complete this form which will be reviewed by the Board of Directors prior to any consideration for travel approval. Board Policy 5409 specifies that this permission is necessary. Please complete this form and submit it to the Board Secretary at the Administration Office at least 15 days prior to the regularly scheduled board meeting so that this information can be included in the board packet for review before the scheduled meeting time.

The employee who is submitting this form is required to attend the Board meeting to answer any questions which might be raised by a Board member.

Name Mark Ehrhardt

Building District office

Date(s) of proposed out of state travel: Feb. 16 – 20, 2009

The purpose for this out of state travel request is: Member of Conference Committee for Northwest Council for Computer Education Conference – I will be working at the conference and attending sessions

The number of people who will comprise the group is: 1

The estimated cost of the trip will be \$ 200; and, the source of the funding for the trip is from technology department funds

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. _____ *(please initial)*

I am willing to share information with my colleagues that I have gained from my out-of-state travel experience in the following manner:

Sharing and dissemination of information with Leadership Team, tech team, tech committee

Employee Signature

Date

Immediate Supervisor Signature

Date

Out of state travel was approved denied by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

OUT OF STATE TRAVEL REQUEST FORM

ADDITIONAL COMMENTS

*Please include the following information in the estimated cost for your proposed travel if applicable:

a) substitute costs, if necessary,

none

b) mileage costs -

\$200

c) registration costs -

none

d) incidental costs related to this travel -

none, all lodging and meals covered by conference committee