

Arlington Public Schools

"Providing the means to accomplish dreams"

Supportive Information Sheet

SUBJECT: OUT-OF-STATE TRAVEL REQUEST – TRAFFIC SAFETY EDUCATION DEPT. TO ATTEND PACIFIC NW DRIVER AND TRAFFIC SAFETY CONFERENCE, PORTLAND, OREGON, MARCH 6-8, 2009.

Action

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

Submitted by: Kurt Criscione, AHS Principal

Date: March 9, 2009

Background Information:

Jim Anderson and James Brooke attended a Traffic Safety Conference Friday, March 6th through March 8th. This two-day conference (Mar. 6-7, 2009) was located in Portland, Oregon.

Administrative Considerations:

Annually, Washington combines efforts with Oregon to create a Traffic Safety Conference to update teachers of the constant changing world of Driver's Ed. These conferences provide the required hours for Jim and James to maintain their endorsements, as well as provide needed information for new teaching ideas, laws, etc.

The Driver's Ed. fund has budgeted money for conferences and travel expenses for its teachers. The deadline was missed to have this trip PRE-approved by the Board due to a change in personnel, as well as a misinterpretation of the Board Policy. It was assumed that the prior practice of attending conferences in Portland did NOT need Board approval was still in place.

Superintendent's Recommendation:

That the Board approves the *Out-of-State Travel Request* for TSE to attend the Pacific NW Driver and Traffic Safety conference in Portland, Oregon, March 6-8, 2009. We apologize for the lateness of this request and would have denied the trip, but the staff needed these hours for their continued endorsements.

ARLINGTON SCHOOL DISTRICT NO. 16
315 N. FRENCH
ARLINGTON, WA 98223

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 James Brooke and Jim Anderson

Building: Arlington High School

Date(s) of proposed out of state travel: March 6-8, 2009

The purpose for this out of state travel request is: Traffic Safety Conference. This is required clock hours to maintain endorsement.

The number of people who will comprise the group is: 2 (two)

The estimated cost of the trip will be \$910-\$930; and, the source of the funding for the trip is from Driver's Education

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. Redacted (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:

Implementing new ideas, information, teaching techniques, etc. into our Dr.Ed. program

Signature Redacted

2/26/09
Date

Employee Signature
Signature Redacted

2/26/09
Date

Immediate Supervisor Signature

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,

\$160 per sub per day for two people = \$320

b) mileage costs -

Dr.Ed. gas cards will pay for gas as we go. Estimated \$150

c) registration costs -

For two people (includes all material) = \$180

d) incidental costs related to this travel -

Hotel: 1 room two beds (for two nights) = \$200.26

Estimated meals for 2 people: Estimated (3-4 meals for two people) \$60-\$80.