

# Arlington Public Schools

*"Providing the means to accomplish dreams"*

## Supportive Information Sheet

**Subject:** OUT OF STATE TRAVEL REQUEST – GIFTED  
EDUCATION CONFERENCE, GROVE VILLAGE, IL,  
NOVEMBER 10-13, 2008

Action

**Page(s):** \_\_\_\_\_ Three (3), including cover \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ Ed Aylesworth, Principal, Trafton Elementary \_\_\_\_\_

**Date:** \_\_\_\_\_ October 13, 2008 \_\_\_\_\_

**Background Information:** It is the desire that all the students at Trafton are challenged and engaged in learning. To achieve this goal, we want to ensure that the staff is trained in best practices in regards to meeting the needs of all learners.

**Administrative Consideration:** Cindy Christoferson is new to the position of Gifted Education Teacher at Trafton Elementary. I would like to provide her with specialized instruction to give her a foundation in best practices regarding gifted students. This will help her work effectively with them as well as help the rest of the staff as they work with these, and other, students directly in the classroom.

There is a seminar in Seattle, but it is the same day as the next building in-service on October 10. Cindy will be an integral part of this in-service day and is unable to attend the Seattle workshop. As she has family in the Chicago area, Cindy is willing to make this trip personal as well as professional, and will personally cover costs beyond what would be paid through building funds if she were able to attend the Seattle session.

**Superintendent's Recommendation:** That the Board approves the out-of-state travel request for Cindy Christoferson to attend the *Current, Best Strategies for Challenging and Motivating Your Gifted Students* conference in Grove Village, IL, November 10-13, 2008.

**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 5327 specifies that this permission is necessary. Please complete this form and submit it to the Central Office 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 Ed Aylesworth

Building Trafton Elementary

Date(s) of proposed out of state travel: November 10-13, 2008

The purpose for this out of state travel request is: Cindy is the new Gifted Education teacher at Trafton. I would like her to attend this workshop, "Current Best Strategies for Challenging and Motivating Your Gifted Students" to broaden her knowledge-base.

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

The estimated cost of the trip will be \$1039.00; and, the source of the funding for the trip is from Professional development funds and personal 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: Informational sessions during staff meetings and in-service days. Individual sessions with classroom teachers will also be held.

\_\_\_\_\_  
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, -One day-Nov 13- \$150

b) mileage costs - NA

c) registration costs - \$199 for the seminar

d) incidental costs related to this travel – Hotel 3 days @ \$90 = \$270\*  
Airfare = \$300\*  
Meals = \$120\*

*\*District funds will be used to cover registration and substitute costs = \$349.00.  
Employee will personally cover the other expenses.*