Action Sheet

Superintendent Approval for Out-of-State Staff Travel

Background

Current policy requires Board approval for all employee out-of-state travel. Routing routine ground-travel requests through scheduled Board meetings potentially creates unnecessary administrative delays.

Motion

Delegate authority to the Superintendent (or designee) to approve out-of-state travel for district staff, provided the trip meets BOTH criteria:

1. **No Airfare**: Relies entirely on ground transportation.

2. **No Students**: Involves staff/faculty professional development or administrative business only.

All travel involving airfare, student trips, or exceptional expenses will still require formal Board approval.

Recommendation

Approve delegating out-of-state ground travel authorization (without student participation) to the Superintendent or designee, while retaining Board approval for air travel, student trips, and exceptional expenses.