



Oregon Department of Education

Kate Brown, Governor

Office of the Deputy Superintendent

255 Capitol St NE, Salem, OR 97310

Voice: 503-947-5600

Fax: 503-378-5156

March 30, 2016

Jennifer M. Handsaker
15644 SE River Rd
Portland, OR 97267

Dear Jennifer M. Handsaker,

Thank you for agreeing to serve on the Standards and Assessment Workgroup to help in the development of Oregon's State Plan for the Every Student Succeeds Act (ESSA). Advisory groups are an important part of the Oregon Department of Education's (ODE's) policy process. Your expertise and experience will help us to develop a state plan that best represents Oregon's values and priorities for education.

This letter serves as notification of your appointment to this work group from April 7, 2016 through to December 31, 2016. The first meeting will be on Thursday, April 7, 2016 at the Sheraton Portland Airport Hotel, 8235 NE Airport Way, Portland, OR 97220-1398, (503) 249-7606. The subsequent meetings schedule will be determined at this convening and may include as many as five additional meetings through June 2016. To accommodate the need for any future meetings prior to submission of the state plan, your appointment will be through December 31, 2016. You will be reimbursed for travel costs during the period of your appointment as described below.

Lodging

Members who travel 70 miles or more (one-way) to the meeting site may be reimbursed \$151/night + tax for up to two nights of lodging (pre and post meeting) for the meeting being held on April 7, 2016 in Portland. Be sure to request the state government rate when making your hotel arrangements (a copy of this letter can serve as indication you are on Oregon State business). For lodging reimbursement, an original receipt with a zero balance is required.

Please note, subsequent meetings may be held at different sites and per diem rates will be set by meeting locations. Please visit <http://www.gsa.gov/portal/category/110120> for per diem rates.

Private Vehicle Mileage

Roundtrip costs of private car mileage from place of residence to the meeting site will be reimbursed at the current per diem rate of \$0.54 per mile.

Air Travel and Car Rental

Travel to and from the meetings via "coach" flight and a "compact sedan" rental car is allowable with prior approval. Original airline and car rental receipts are required for reimbursement.

Meals

Meal reimbursement may only be claimed with an overnight stay. No receipts are required for meals. Meals will be reimbursed at the per diem rate of \$64 per day (however, for April 7, 2016 in Portland, Breakfast and Lunch will be provided and may not be claimed). The percentage rates are as follows:

- Initial day of travel (leave) meal allowance percentage: prior to 6:00 AM = 100%; 6:00 AM to noon = 75%; 12:01 PM to 6:00 PM = 50%; after 6:00 PM = 25%.
- Final day of travel (return) meal allowance percentage: prior to 6:00 AM = 25%; 6:00 AM to noon = 50%; 12:01 PM to 6:00 PM = 75%; after 6:00 PM 100%.

Please note, subsequent meetings may be held at different sites and per diem rates will be set by meeting locations. Please visit <http://www.gsa.gov/portal/category/110120> for per diem rates.

Parking

Parking will be reimbursed at actual cost. Please provide original receipts unless metered parking is used.

Substitute Teacher Expense Reimbursement

The Oregon Department of Education will reimburse substitute costs for individuals whose absence requires a substitute. Your business office will need to submit within 60 days, an invoice to our office for payment. The invoice should contain the following information:

- Name of Staff attending meeting
- Name, date and location of meeting
- ODE contact person and office authorizing substitute reimbursement
- Substitute name and cost

Submit a copy of this appointment letter with your Expense Claim Form to receive reimbursement. Expense Claim Forms will be made available at each meeting.

ODE meetings are held in accordance with open meeting laws and accessibility requirements. If you have a disability and need assistance in order to participate in this meeting or have a special dietary-need, please contact Emily Swope at (503) 947-5642 or emily.swope@ode.state.or.us two weeks prior to the meeting.

We look forward to working with you as we continue to address ways to provide excellent customer service.

Sincerely,



Dawne R. Huckaby
Assistant Superintendent
Office of Teaching and Learning
(503) 947-5663
dawne.huckaby@state.or.us