

Parkrose School District 3

Code: DLC-AR Annex 2 &/or IICA-AR
 Adopted: 5/29/01
 Revised: 12.8.23

*****PAID BY ASBO*****

Request for Extended Travel and/or Field Trips and Special Events

*Expenses for travel will be reimbursed when the travel has the advance authorization of the travelers Supervisor. **Out-of-state travel or travel beyond 200 miles** will, additionally, require prior Board approval, unless fully funded from workshop allocations or contractual requirements. The District form "Request for Extended Travel," DLC-AR-Annex 2, will be completed prior to travel and authorized at the appropriate level. (DLC 05/06)*

Field trips and other curricular/co-curricular activities involving travel (out-of-state travel or travel beyond 200 miles) may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals. (IICA 3.13.23)

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool. (IICA 3.13.23)

| | | | |
|---|--|-----------------------|--|
| Staff/Student Name(s), school & grade levels or total # of staff by school or department: | Sharie Lewis Director of Business Services and Operations | | |
| Destination (city/state): Flowood, MS | Dates of travel: | May 14 - May 17, 2024 | |
| Purpose (conference name/student activity): ASBO Conference on School Business Administrators, Payroll/Human Resources, Accounts Payable and Purchasing/Fixed Assets. | | | |
| Additional details (include support documents or conference web address): This is paid by ASBO | | | |

| ESTIMATED EXPENSES: | DESCRIPTION (list a description, indicate # of people, # of dates and multiply for a total cost) | COST |
|---|---|-------------|
| TRAVEL (plane, train or automobile) | Airline American Airlines Paid by ASBO | \$ 855.72 |
| LODGING (hotel name, fees & number nights) | Sheraton Refuge \$269.00 x 3 without tax --- Paid by ASBO --- | \$ 807.00 |

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| | | |
|--|---------------------------------|--------------------------|
| PER DIEM (detail # of breakfasts, lunches & dinners) | All meals paid by ASBO | \$ 0 |
| REGISTRATION FEES | Paid by ASBO | \$ 0 |
| OTHER (bus, uber, sub costs, etc.) | Taxi or Uber Round Trip \$50.00 | \$ 50.00 |
| Name of authorized person completing this form: All being Paid by ASBO | | TOTAL \$ 1,712.72 |

Budget Codes list all that apply, include budget code #, name of budget source and total amounts per code #

ALL BEING PAID BY ASBO

Signature: 
 Director of Business Services & Operations/CFO Sharie Lewis

Date: 4/12/24

- All volunteer/chaperones must be authorized by the district in accordance with the Board's Volunteer Policy IICC & district protocols.
- Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file in the school office for a period of one year. (IICA 3.13.23)

Signature:
 Principal/Supervisor

Date:

Signature:
 Superintendent or Designee



Date: 4/12/24

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Board Approved
Board Denied
Board Chair Signature:

Date:

12/19/23, 7:59 AM

Parkrose School District Mail - 2024 Visitation by ASBO Board

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Mon, Dec 18, 2023 at 5:58 PM

Sherlye Coaker <mississippiasbo@gmail.com>
To: Sharie Lewis <sharie_lewis@parkrose.k12.or.us>

Hello!

I was just thinking today I needed to touch base with you after the holidays and verify visit details. Our conference actually starts with a general session on Wednesday the 15th. The 14th is our pre-conference time for the afternoon only and is an additional fee based workshop. Our registration will open that day. So I think flying in on the 14th is probably a better option but if flights are more convenient for the 13th that is totally up to you. Unless of course you have a great 1:00 pm until 4:00 pm pre-conference session you might want to do! Right now our plan would be to introduce you at the general session Wednesday morning and plan for you to do a breakout session that afternoon. Our breakouts are every hour and are based on tracks. We will have a track for School Business Administrators (their assistants, accountants), a Payroll/Human Resource track, an Accounts Payable track and a Purchasing/Fixed Asset track. Sometimes, depending on topic, those track sessions will be combined. For instance, we normally have a two hour session on Friday morning that our leading school district attorney in the state does and we combine School Business Administrators and PR/HR personnel. So if you could provide information on topics you think would be beneficial to any or all of these groups we will plan with those in mind. I know you have lots of expertise in lots of areas so we would love to put you to work! We will have breakout sessions every hour beginning on Wednesday the 15th and every hour all day Thursday the 16th. We will work your session(s) within those time frames and tracks. I would say flying out on Friday the 17th is wide open. We only meet until 12:00 pm. We try to do a couple of 2 hour sessions and a short general session and get them on out of there! We will be meeting and finalizing the sessions and times on February 2 so once I receive your suggestions I will put those in the discussion. Also, flying into Jackson-Medgar is absolutely the best airport. Our venue is maybe 2 miles from the airport so no need to rent a car unless you just want one to go around. We are a little isolated so restaurants and shopping are not walkable. The hotel/venue of course has a couple of restaurant options and we will have a Thursday night event with dinner. We will have some breakfast items Thursday and Friday mornings but no lunch. Ubers are pretty available and of course all of the attendees have vehicles so getting out should not be a problem. We are at the Sheraton Flowood Refuge Hotel and Conference center. Also, sleeping rooms are very limited so as soon as you know how many nights let me know and I will put you on my hold list so that you will have a room. Whew! That should hold you for a minute! Looking forward to working with you and to your visit! Merry Christmas and Happy New Year!

Sherlye

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Sherlye Coaker, Executive Director
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Thanks so much - here are a few subjects that might be interesting to help with filling so of your time slots: Grants Compliance, SPED compliance, Legislative Advocacy and HR (Negotiations & Professional development).

Sharie Lewis, CPA, SFO
Director of Business Services & Operations / CFO
Parkrose School District
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