

## MEMORANDUM

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**TO:** NWABSD Board of Education Members

**DATE:** December 05, 2023

**NUMBER:** 24-060

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Superintendent's Out-of-  
District Travel and  
Personal Leave  
Request

### **ABSTRACT:**

Superintendent's out-of-district travel require Board approval.

### **ISSUE:**

At issue is to approve the Superintendent's request for out-of-district travel.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent is requesting the Board approve the Superintendent's out-of-district travel for 2024 and Personal Leave request:

- Principal's meeting Anchorage, January 25
- Response to Intervention RTI Conference Anchorage, January 26-28
- NW Arctic Leadership Team (NWALT) Juneau, January 29-30
- ACSA Superintendent's Legislative Fly-in Juneau, February 3-5
- AASB Legislative Fly-in Juneau, February 10-11
- NWALT DC Lobbying Washington DC, March 27-29
- Personal Leave December 18-29, 2023

### **ALTERNATIVES:**

1. Approve the Superintendent's request for out-of-district travel and Personal Leave request as presented;
2. Do not approve the Superintendent's request for out-of-district travel and Personal Leave request as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the Superintendent's request for out-of-district travel and Personal Leave request as presented.