

# Parkrose School District 3

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

## 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)*

<b>Staff/Student Name(s), school &amp; grade levels</b> or total # of staff by school or department:	Sharie Lewis		
<b>Destination</b> (city/state): Nashville, TN	<b>Dates of travel:</b>	Sept 16-21, 2024	
<b>Purpose</b> (conference name/student activity): ASBO Board Meeting and Annual Conference			
<b>Additional details</b> (include support documents or conference web address):  ***ASBO Board Member -- All Expenses Paid by ASBO			

<b>ESTIMATED EXPENSES:</b>	<b>DESCRIPTION</b> (list a description, indicate # of people, # of dates and multiply for a total cost)	<b>COST</b>
<b>TRAVEL</b> (plane, train or automobile)	Airline Ticket (paid by ASBO)	\$ 0
<b>LODGING</b> (hotel name, fees & number nights)	Hotel (paid by ASBO)	\$ 0
<b>PER DIEM</b> (detail # of breakfasts, lunches & dinners)	Paid by ASBO	\$ 0

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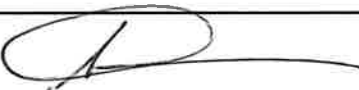
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<b>REGISTRATION FEES</b>		\$ 0
<b>OTHER</b> (bus, uber, sub costs, etc.)		\$ 0
Name of authorized person completing this form:	<b>TOTAL</b>	\$ 0

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

*(This area is currently blank for budget code entry.)*

Signature:  Date: 4/16/24  
 Director of Business Services & Operations/CFO Sharie Lewis

- 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:  Date: 4/17/24  
 Principal/Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent or Designee

Board Approved  
 Board Denied  
 Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BOARD OF DIRECTORS  
2024 Calendar of Board Meetings**

**Board Meeting/Leadership Forum - San Diego, CA (fly into SAN)**

Board Arrives	Tuesday, February 6, 2024
Board Orientation & Board Meeting	Wednesday, February 7, 2024
Leadership Forum	Thursday, February 8, 2024
Leadership Forum Welcome Reception	Thursday, February 8, 2024
Leadership Forum	Friday, February 9, 2024
Leadership Forum	Saturday, February 10, 2024
Board Departs (for those with flight availability)	Saturday, February 10, 2024 (flights after 3:00 p.m.)
Board Departs	Sunday, February 11, 2024

**Mid-Year Board Meeting - Ashburn, VA (fly into IAD)**

Board Arrives	Sunday, April 28, 2024
Board Work Session	Monday, April 29, 2024
Board Work Session	Tuesday, April 30, 2024
Board Departs	Tuesday, April 30, 2024 (flights after 3:00 p.m.)

**Board Meeting and Annual Conference & Expo - Nashville, TN (fly into BNA)**

Board Arrives	Monday, September 16, 2024
Board Meeting	Tuesday, September 17, 2024
Annual Conference	Wednesday, September 18, 2024
Annual Conference	Thursday, September 19, 2024
Annual Conference	Friday, September 20, 2024
Annual Conference	Saturday, September 21, 2024 (morning)
Board Departs for those with flight availability	Saturday, September 21, 2024 (flights after 3:00 p.m.)
Board Departs	Sunday, September 22, 2024

**Board Meeting Conference Calls - 3rd Thursday of each month when there isn't a face-to-face meeting at 11:00 AM Eastern Time**

**PHYSICALS NEEDED**  
*(Instructions for conferencing desk-in sent prior to each call)*

Thursday, January 18, 2024
Thursday, March 21, 2024
Thursday, June 20, 2024
Thursday, August 15, 2024
Thursday, October 17, 2024
Thursday, November 21, 2024

2 hour zoom calls will be scheduled  
\*\*No July or December calls scheduled.

*Nashville, TN.*

*9/16/24 - 9/21/24,  
After 3 pm  
flight if have  
then fly back  
on 22nd*