



To: Dr. Hagen and the Central Nine Governing Board
From: Sherene Donaldson, Curriculum Director
Date: May 12, 2011
Re: Approval for out of state travel

I would like to request approval for out of state travel for eight teachers and one administrator to attend the SREB 25th Annual HSTW Staff Development Conference that will be held in Nashville, TN July 20 – July 23, 2011.

All costs associated with this conference are estimated as follows:

Conference Registration Fee:	\$2,115.00
Hotel Lodging Fee:	\$2,827.50
Staff Meals:	\$1,152.00 (\$32/day/staff – paid by Perkins)
<u>Teacher Stipends:</u>	<u>\$3,308.20</u>
Total	\$9,402.70

Thank you for your consideration.