

Action Item:

Proposal for AE Director, Michelle Davis, and AE Lead Instructor, Carol Hokanson, to travel Out of State to National Coalition of Basic Education conference in March 2018.

Where: Phoenix, Arizona

When: March 25-28, 2018

Estimation of Cost per person:

Registration per person = \$495.00

Hotel per night = \$183.00

Flight = \$402.37 round trip

Total per person = \$1080.37 x 2 = **\$2160.74**

*received a mini grant to help pay for registration, unclear about total of the mini grant at this point

AE grant funds will cover the cost of the Conference for both employees.