

ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #179 (98-99) February 8, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL — SECOND QUARTER REPORT FY
1998-99

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the second quarter of FY 1998-99 for both in-state and out-of-state travel. This report complies with the travel procedures established with the revision to School Board Policy Sections 156, Board Member Travel, and 526, Staff Travel.

There were 125 District employees who traveled in the second quarter of FY 1998-99 on 106 trips for a total cost to the District of \$76,964.91. Out-of-District travel in the General Fund had been primarily limited to the School Board and the Superintendent's budget in the past, therefore, the majority of the travel was funded through external sources and by the individual or by grants. The Superintendent's travel and other staff's travel budget is reflected in the Superintendent's account 002 and in the Non-Departmental account 099. The Anchorage Principals' Association bargaining agreement directs the Superintendent and the Association president to confer annually regarding topics or issues that shall be the focus for training and development activities. This travel is reflected in the Association Benefits account 097.

Board

<u>Funding Source</u>	<u>& Emp</u>	<u># of Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
External/Self	69	63	\$ 0.00	\$ 3,308.98
Grants	49	35	57,062.92	2,725.00
Grant/Ext/Self	2	2	950.00	0.00
District	4	5	12,603.01	0.00
District/Self			<u>11315.00</u>	<u>0.00</u>
	125	106	\$ 70,930.93	\$ 6,033.98

Travel costs were also incurred for travel that will occur in the second quarter of FY 1998-99 for one School Board member. The total cost for this trip will be included in the next quarterly report.

The Superintendent made one trip this quarter for a total estimated cost of \$2,551.92.

The distribution of the travel budget has been identified more precisely using program codes. For instance, the \$37,000 budget for the School Board has been allocated in the following accounts:

Working

Budget YTD Account Code

School Board Conferences	\$17,000	\$ 2,943.26	100101-3600 [1]
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School Board Legislative Lobbying	12,500	0.00	100102-3600 [2]
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Other Staff Travel:

Legislative Lobbying	7,500	\$ 0.00	100103-3600 [2]
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Other

Similarly, the Superintendent's travel and other staff travel has been allocated in the following accounts:

Superintendent Travel	\$ 5,000	\$ 2,551.92	100201-3600
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Principal's Professional Growth	27,028	0.00	109701-3600 [3]
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Other Staff Travel	20,000	7,557.05	109901-3600
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[1] Includes advance payments for travel that will take place in the third quarter of FY 1998-99.

[2] \$20,000 is budgeted for legislative lobbyist and planning fees in 100101-3410

[3] \$27,028 is the total working budget in 109701-3600 for professional growth opportunities for principals and other administrators. The working budget includes both the current year's budget and the encumbrance budget from prior year encumbrances.

BC/JS/BM

Attachment

Prepared by: Bill Mikawa, Controller

Approved by: Janet Stokesbary, Chief Financial Officer