



HOPI JUNIOR/SENIOR HIGH SCHOOL
"A Great Place to Learn"

Steven Berbeco, Superintendent
Claudia Edgewater, High School Principal
Lucille Sidney, Junior High School Principal
"Home of the Bruins"

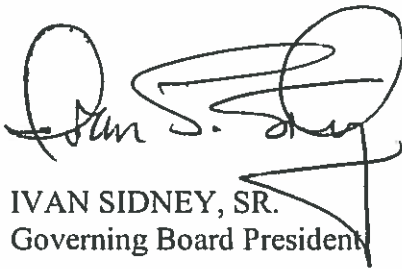
STAFF OUT-OF-STATE TRAINING

Per Policy GCCE Professional / Support Staff Conferences / Visitations / Workshops: "To attend meetings or conferences, School employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible)."

Per Policy DKC Expense Authorization / Reimbursement: "School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the School upon submission of allowable supporting receipts, provided that prior authorization has been granted by the Superintendent."

Per Policy EEB Business and Personnel Transportation Services: "Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the School, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip."

In the case of out-of-state training, the supervisor of the School employee(s) shall notify the Governing Board by memorandum through the Superintendent. The Superintendent shall provide this notification to the Board as an informational item in a Governing Board meeting.



IVAN SIDNEY, SR.
Governing Board President

March 14, 2018