M E M O R A N D U M

**TO: Bonnie Rickert, Chairman**

**Board Members**

**FROM: Karen Byrd**

**DATE: 11/30/2015**

**RE: National School Board Association Advocacy Institute Conference and Equity Symposium January 2016 –Karen Byrd**

**For the board to approve the travel and registration expenses for Karen Byrd, board member to attend National School Board Association Advocacy Institute Conference and Equity Symposium January 23-26, 2016, Washington, DC. The estimated travel expenses will be $2900.00**

**I recommend that the board approves the travel expenses for Karen Byrd to attend the NSBA Advocacy Institute and Equity Symposium, as presented.**