



SUSAN LEE COLLINS  
*Superintendent*

# HARRISON COUNTY SCHOOLS

408 E.B. SAUNDERS WAY  
POST OFFICE BOX 1370  
CLARKSBURG, WEST VIRGINIA 26302-1370  
(304) 326-7300  
FAX (304) 624-3361

**BOARD OF EDUCATION**  
PAUL J. HOWE III, *President*  
SALLY J. CANN, *Vice President*  
MICHAEL L. QUEEN  
JAMES L. REASER  
CHARLES P. REIDER

## BOARD OF EDUCATION MEMO #216-09-10

March 11, 2010

**TO:** Members, Harrison County Board of Education  
**FROM:** Susan Lee Collins, Superintendent  
**SUBJECT:** Out of State Travel Study Requests

Please find enclosed for your consideration a list of personnel who have submitted written requests for out of state travel study (student) out of state professional meetings, and out of state transportation.

I respectfully recommend approval of said requests.

SLC:eab

Cc: File Copy

**HARRISON COUNTY SCHOOLS**

**REQUESTS TO ATTEND OUT-OF-STATE PROFESSIONAL MEETINGS**

**March 11, 2010**

<b><u>Name of Person(s) Making Request</u></b>	<b><u>Building Location</u></b>	<b><u>Date</u></b>	<b><u>Destination</u></b>	<b><u>Purpose of Trip</u></b>	<b><u>Funding Source</u></b>
Alicia R. Nelson	Lincoln High	March 17-19, 2010	Lexington, KY	Montessori School Observation	Grant Funded – Sub Required
Kimberly Goff	Lincoln High	March 17-19, 2010	Lexington, KY	Montessori School Observation	Grant Funded – Sub Required