

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

---

SUBJECT: Authorization for the Superintendent to Approve Travel by School Employees for the Purpose of School District Business and Conferences

DATE: July 1, 2025

REASON FOR BOARD CONSIDERATION:

By Law, the Board may provide the Chief School Officer with authorization to approve business and conference travel for school employees.

ANALYSIS AND CONCLUSIONS:

Since this authorization will enable the Superintendent to approve and administer all employee business and conference travel; and since operating in this manner will facilitate the management of same, whereby Board approval will not constantly have to be arranged; and since such authorization will also provide better control of same; and since certain business travel and conference funds are provided in the school budget this year; and since the total amount of money allocated for same cannot be exceeded; it is, therefore, recommended that such authorization be provided.

RECOMMENDED ACTION:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the recommendation of the Superintendent of Schools, the Superintendent of Schools shall be and is hereby authorized to approve travel by school employees for the purpose of carrying out school district business and to attend professional conferences for the school year 2025-2026.

APPROVED FOR PRESENTATION TO THE BOARD:

  
\_\_\_\_\_  
Superintendent

KK/rb