



**Pacifica School District**  
375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044  
(650) 738-6600 ★ (650) 557-9672 (fax)

*Preparing Students for an Evolving World*

www.pacificasd.org

## **MEMORANDUM**

Educational Support Services

### Board of Trustees

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Andrea Gould  
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### District Administration

Wendy S. Tukloff, Ed.D.  
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Associate Superintendent  
Integrated Services/HR  
Josephine Peterson  
Chief Business Official  
Tina Van Raaphorst  
Executive Director, Educational  
Support Services

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Tina VanRaaphorst, Executive Director, Educational Support Services

**SUBJECT:** **OUT OF STATE TRAVEL FOR EMPLOYEES**

Meeting of: 4/20/16

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### Recommendation:

It is recommended that the Board approve the following out of state travel for the noted employee(s):

<u>Employee</u>	<u>Site</u>	<u>Destination</u>	<u>Dates</u>
Debbie Skiles	Ortega	Teacher's College, New York	06/27/16-07/01/16
Karen Gnusti (on waitlist)	Ocean Shore	Teacher's College, New York	08/01/16-08/05/16
Tom Stafford (on waitlist)	Cabrillo	Teacher's College, New York	06/27/16-07/01/16
Ellie Cundiff	Sunset Ridge	Teacher's College, New York	06/27/16-07/01/16
Monica Lobao	Valleamar	Teacher's College, New York	06/27/16-07/01/16
Dan Lyttle	IBL	Teacher's College, New York	08/01/16-08/05/16
Katherine Milhalov (on waitlist)	DO	Teacher's College, New York	06/27/16-07/01/16