

Request for Extended Travel

NAME: Yuki Monteith

DATE: August 14, 2008 DEPT/BUILDING School Improvement Director – District Office

PURPOSE: ASCD Conference – Professional Practices That Work

DISTRICT BENEFIT:

TRAVEL DETAILS: 1. DESTINATION: Los Angeles, CA2. DATES: October 23 – 26, 2008

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline Ticket	\$296.00
MEALS	Oct. 23 Dinner \$25.00 Oct. 24 Breakfast, Lunch, Dinner \$49.00 Oct 25 Breakfast, Lunch, Dinner \$49.00 Oct 26 Breakfast, Lunch, Dinner \$49.00	\$172.00
LODGING	The Westin Bonaventure Hotel & Suites \$215.69 with taxes X 3 days	\$650.07
REGIS/FEEES	Registration	\$429.00
SUBSTITUTE	0	0
OTHER	Transportation-Shuttle \$17.00 one way	\$34.00
TOTAL		\$1581.07

BUDGET SOURCE(S):1. GENERAL FUND: 01-79-2213-00-0312

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK K Gray 8/19/08

BOARD ACTION: _____ APPROVED _____ DISAPPROVED DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: Yuki Moncrieff

DATE: 8-14-08

Conference At-A-Glance

ASCD Center Hours

Making Connections Reception,
Thursday, October 23, 5-7 p.m.

Friday, October 24, 11:30 a.m.-5 p.m.

Saturday, October 25, 11:30 a.m.-4 p.m.

Registration Hours

Thursday, October 23, 5-7 p.m.

Friday, October 24, 7 a.m.-5 p.m.

Saturday, October 25, 7 a.m.-5 p.m.

Sunday, October 26, 7 a.m.-Noon

A Warm Welcome to All Attendees

Thursday evening, from 5:00-7:00 p.m., be sure to attend the ASCD Center and Welcome Reception. Pick up your program book and a free totebag. Enjoy light refreshments and a cash bar. Meet ASCD authors and presenters. And network with others from your region, state, or from around the world.

Thursday, October 23 • Pre-Conference Institutes

8:30 a.m.-3:30 p.m.

- **Leadership and Mentoring: Tools, Strategies, and Relationships** with Karen M. Dyer
- **Classroom Formative Assessment** with W. James Popham
- **Classroom Management That Works** with Marla C. Foseid

Friday, October 24

7:30-8:30 a.m.

- Networking Breakfast & Discussion
Teacher Leaders and Their Role in the Schoolhouse with Tim Westerberg
No advance reservation required.

8:30-9:30 a.m.

- Opening General Session
Leadership and Learning 2008: Connecting Every Level of Leadership from the Board Room to the Classroom with Douglas B. Reeves
No advance reservation required.

10 a.m.-3:30 p.m.

- Choose from three All-Day Sessions
- Break for lunch from 11:30 a.m.-1 p.m.

10 a.m.-Noon

- Choose from 17 Morning Sessions

1:30-3:30 p.m.

- Most two-hour Friday Morning Sessions are repeated in the afternoon.

3:45-4:45 p.m.

- Debriefing/Reflection Session with Judi Herm
No advance reservation required.

Saturday, October 25

7:30-8:15 a.m.

- Networking Breakfast & Discussion
How to Design a Schoolwide Discipline Plan with Mark Foseid
No advance reservation required.

8:30-9:30 a.m.

- Saturday Morning General Session
The Freedom Writers Diary—How a Teacher and 150 Teens Used Writing to Change Themselves and the World Around Them with Erin Gruwell
No advance reservation required.

10 a.m.-3:30 p.m.

- Choose from three All-Day Sessions
- Break for lunch from 11:30 a.m.-1 p.m.

10 a.m.-Noon

- Choose from 17 Morning Sessions

1:30-3:30 p.m.

- Most two-hour Saturday Morning Sessions are repeated in the afternoon.

3:45-4:45 p.m.

- Debriefing/Reflection Session with John L. Brown
No advance reservation required.

Sunday, October 26

8:30-10:30 a.m.

- Choose from 11 morning Sessions

11 a.m.-Noon

- Closing General Session
Serious School Improvement: Three Critical Interventions for Districts and Schools with Robert J. Marzano
No advance reservation required.

Start each day with a new idea

On Friday and Saturday morning, start your day with a continental breakfast and an enlightening discussion on new directions in educational practice. Each session is facilitated by an experienced educational consultant who sparks your thinking and gets you interacting with other conference attendees.

No advance reservation required.

Friday Networking Breakfast & Discussion October 24th, 7:30-8:30 a.m.

Teacher Leaders and Their Role in the Schoolhouse

Tim Westerberg, Educational Consultant, Dillon, CO

Join your colleagues in learning why current realities of K-12 education—including the NCLB requirements and demands for higher levels of student performance—call for developing a new conception of teacher leadership. Discuss the changes necessary for a new definition of teacher leadership.

No advance reservation required.

Saturday Networking Breakfast & Discussion How to Design a Schoolwide Discipline Plan October 25th, 7:30-8:30 a.m.

with Mark Foseid, Educational Consultant, Aurora, CO

Join your colleagues as you discuss strategies and research-based recommendations for establishing an effective organizational approach to schoolwide behavior management. Explore the roles that administrative leaders, building discipline committees, teacher leaders, and staff members play in establishing management goals, providing effective management feedback, and developing accountability systems.

No advance reservation required.

Get Help Making Your Learning Stick

If you've ever had difficulties remembering what you learned at a meeting and how you were planning to use it, then our Debriefing/Reflection Sessions are the perfect solution. Each Debriefing/Reflection Session is facilitated by experienced consultants who are experts on how to transfer learning into the job world. These informal sessions allow you to reflect on what you learned throughout the day.

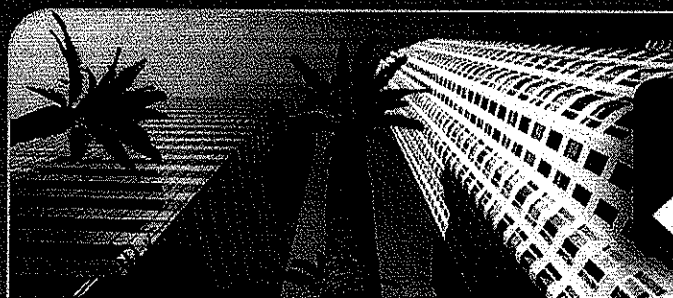
No advance reservation required.

Friday, October 24, 3:45-4:45 p.m. with Judi Herm, Educational Consultant, Denver, CO

Saturday, October 25, 3:45-4:45 p.m. with John L. Brown, Educational Consultant, Alexandria, VA

Earn College Credit

Go online for information on how to receive college credit for ASCD professional development programs. Go to www.ascd.org/academiccredit.



Los Angeles

Important Registration Information

Terms

Registrations are accepted on a full-payment, first-come, first-served basis only. Confirmations are mailed within 48 hours after processing of registration.

Note: If you do not receive a confirmation letter, please call the ASCD Service Center at 800-933-ASCD (2723), then press 2, to determine the status of your registration.

Please do not make travel arrangements until you have received your registration confirmation from ASCD.

Special Services

Please notify ASCD at the time you register if you need a sign language interpreter or other special assistance.

Program Cancellation

ASCD reserves the right to cancel programs because of low registration. In the unlikely event of a cancellation, all registrants will be notified and will receive full refunds. If you plan to purchase nonrefundable airline tickets, contact ASCD to find out if your program is being considered for cancellation.

No Show

If you are unable to attend a program you have registered for, e-mail or write ASCD 14 calendar days prior to the start of the Conference to request a credit voucher. After the 14-day timeframe, you are ineligible for a credit voucher, but you may send a nonregistered person in your place, with registration confirmation or written authorization from you. For all cancellations, refunds, or credits, there is a \$35 processing fee. E-mail cancel@ascd.org.

Airline Discounts

Call ASSOCIATION TRAVEL CONCEPTS at 1-800-458-9383; e-mail: atc@atcmeetings.com; visit www.atcmeetings.com; or fax: 858-581-3988

Travel and Lodging

Participants are responsible for securing their own transportation, meals, and lodging. You will receive a hotel reservation card along with your confirmation. Hotel reservations should be returned by the cutoff date specified on the reservation card to secure ASCD group rates. After the cutoff date, or if the ASCD room block is full, hotels may not accept your reservation at the group rate.

Team Discounts

Every fifth person you register from the same school or organization may attend an ASCD Conference or Institute without paying a registration fee.

Note: Registrations must be submitted together and include payment of all Materials Fees.

On-Site Registration

The ASCD Conference on Teaching & Learning may sell out. On-site registration is not guaranteed. Please contact ASCD for availability. When space is available, you may register on-site for an additional \$25 fee.

Nonmembers: Join ASCD For \$25...

...when you register! Get a full year of Select Membership along with your registration. ASCD Select Membership includes subscriptions to *Educational Leadership* magazine and *Education Update* newsletter, five (5) new ASCD books, and member discounts on products and any future registrations. See Registration Form to take advantage of this special offer. * Membership rates subject to change.

Hotel Information

The Westin Bonaventure Hotel
and Suites

404 South Figueroa Street

Los Angeles, CA 90071

Registration Cut off: October 2, 2008

ASCD Center Hours

Making Connections Reception
Thursday, October 23, 5-7 p.m.

Friday, October 24
11:30 a.m.-5 p.m.

Saturday, October 25
11:30 a.m.-4 p.m.

Registration Hours

Thursday, October 23, 5-7 p.m.

Friday, October 24, 7 a.m.-5 p.m.

Saturday, October 25, 7 a.m.-5 p.m.

Sunday, October 26, 7 a.m.-Noon

Registration Form Part 1

Return to ASCD Today! Return both parts of your Registration Form with payment information to ASCD!



YES!

I want to attend *Professional Practices That Work, the ASCD Conference on Teaching and Learning* in Los Angeles, California on October 24-26, 2008!



PLEASE TYPE OR PRINT FOR NAME BADGE.

NAME ☐ MR. ☐ MRS. ☐ MS. ☐ DR.

ASCD MEMBER/CUSTOMER ID (IF KNOWN)

JOB TITLE

SCHOOL/DISTRICT

STREET ADDRESS ☐ HOME ☐ OFFICE ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

WORK PHONE

HOME PHONE

FAX

E-MAIL

☐ CHECK IF YOU HAVE A DISABILITY REQUIRING SPECIAL PROVISIONS OR SERVICES. PLEASE SPECIFY:

Workshop and Session Reservations: Make a Choice! Reserve Tickets Now!

Make Your Session Reservations: Write the numbers of the sessions you wish to attend in the spaces provided below. Please indicate alternative choices, in the event your first choice is full. You may enter either All-Day Session choices OR Morning AND Afternoon choices. Popular sessions fill up quickly! General Sessions, Networking Breakfasts & Discussions, and Debriefing/Reflection Sessions DO NOT require a reservation.

Friday

Friday All-Day Sessions

October 24, 10:00 a.m.-3:30 p.m.

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

_____ OR _____

Friday Morning Sessions

October 24, 10:00 a.m.-Noon

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

4th Choice: Session Number _____

Friday Afternoon Sessions

October 24, 1:30-3:30 p.m.

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

4th Choice: Session Number _____

Saturday

Saturday All-Day Sessions

October 25, 10:00 a.m.-3:30 p.m.

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

_____ OR _____

Saturday Morning Sessions

October 25, 10:00 a.m.-Noon

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

4th Choice: Session Number _____

Saturday Afternoon Sessions

October 25, 1:30-3:30 p.m.

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

4th Choice: Session Number _____

Sunday

Sunday Morning Session

October 26, 8:30-10:30 a.m.

1st Choice: Session Number _____

2nd Choice: Session Number _____

3rd Choice: Session Number _____

4th Choice: Session Number _____

Please do not make travel arrangements until you have received your registration confirmation and hotel reservation form.



TEACHING & LEARNING
Professional Practices That Work

Be sure to fill out both sides of the Registration Form. Use the other side to fill out your registration and payment information. >>>

Call Toll-Free: 1-800-933-ASCD (2723), then press 2

Registration Form Part 2

Return to ASCD Today! Return both parts of your Registration Form with payment information to ASCD!



YES!

I want to attend *Professional Practices That Work, the ASCD Conference on Teaching and Learning* in Los Angeles, California on October 24-26, 2008!



Satisfaction Guaranteed

Our goal is to exceed your expectations for quality products and service. If within 45 days of the conference you feel that we have fallen short of this goal, we will give you a refund or credit.

How to Register

Internet: www.ascd.org/register

Phone: Call Toll-Free: 800-933-ASCD (2723) or 703-578-9600, then press 2
(Hours: Mon.-Fri. from 8:00 a.m.-6:00 p.m., Eastern Time)

Mail: ASCD Conference Registration,
P.O. Box 79734, Baltimore, MD 21279-0734,
USA

Fax: 703-575-5400

E-Mail: member@ascd.org

Please do not make travel arrangements until you have received your registration confirmation and hotel reservation form.

Save with ASCD Team Discounts!

Get a free registration for every fifth person you register from the same school or organization. (Registrations must be submitted together.)

Be sure to fill out both sides of the Registration Form. Use the other side to list the sessions you wish to attend and alternatives for each time slot.

NAME ☐ MR. ☐ MRS. ☐ MS. ☐ DR.

Registration Fees

- ☐ \$429 (ASCD Members) \$ _____
☐ \$493 (Nonmembers) \$ _____

October 23 Pre-Conference Sessions (choose one)

See page 15 for Pre-Conference Institute Information.

- ☐ Leadership and Mentoring: Tools, Strategies, and Relationships
☐ \$249 (ASCD Members) \$ _____
☐ \$313 (Nonmembers) \$ _____
☐ + \$14 materials fee \$ _____
- ☐ Classroom Formative Assessment
☐ \$249 (ASCD Members) \$ _____
☐ \$313 (Nonmembers) \$ _____
☐ + \$18 materials fee \$ _____
- ☐ Classroom Management That Works
☐ \$249 (ASCD Members) \$ _____
☐ \$313 (Nonmembers) \$ _____
☐ + \$22 materials fee \$ _____

Nonmembers Paying Nonmember Registration Fee:

- ☐ Add a NEW Select Membership for just \$25!* \$ _____

Renew ASCD Membership* with Registration. Please select one:

- ☐ Basic \$49 ☐ Select \$89 ☐ Premium \$219

Registration Total: \$ _____

*Membership rates subject to change.

Payment Information

Payment or purchase orders MUST accompany registration forms.

- ☐ Check made payable to ASCD enclosed. (All sales are in U.S. dollars. To pay by cheque in Canadian funds, please add 7% to the U.S. dollar amount.)
☐ Purchase order enclosed.
☐ Institutional Membership Voucher(s) enclosed.

Charge my: ☐ MasterCard ☐ VISA ☐ AMEX ☐ DISCOVER CARD

ACCOUNT NO.

EXPIRATION MONTH/YEAR (MM/YY)

SIGNATURE

NAME ON CARD (PLEASE PRINT)

Priority Code: S20

