

HARVEY PUBLIC SCHOOLS DISTRICT 152

CONFERENCE / CONVENTION / WORKSHOP ATTENDANCE REQUEST

Please submit one copy of any information you may have concerning this request at least TWO WEEKS BEFORE requested c / c / w date(s).

(PLEASE PRINT)

Name of Person:

Jacqiana Gipson

Grade / Subject / School:

Bryant

Name / Date of C / C / W:

November 20 - 23, 2014

Location of C / C / W:

Washington, DC

Give a tentative summary of expected expenses:

Registration: \$ _____
 Travel: \$ _____
 Food: \$ _____
 Lodging: \$ _____
 Other: \$ _____
 Estimated Total: \$ _____

Will a substitute be required? Yes: _____ No: All Day? Yes: No: _____ AM / PM

Long Range Plan: _____ Goal: _____ Explain what you desire to gain by attendance:

Please see attached.

Gipson 11/5/2014
 Applicant's Signature & Date

Gipson 11/5/2014
 Principal's Signature & Date

[Signature] 11/11/14
 Administrator's Signature & Date

NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO SUPERINTENDENT OR ADMINISTRATOR WITHIN ONE AFTER THE CONFERENCE / CONVENTION / WORKSHOP.

OFFICE USE ONLY

APPROVED _____ DATE _____ DISAPPROVED _____ DATE _____

Account Name & Number: _____
 PO # _____ CHECK REQUEST: Accounts Payable _____ Payroll _____ Imprest _____

Substitute Account Name & Number: _____

Name of Substitute Called: _____

[Signature]
 Business Manager Signature / Date

[Signature] 11/11/14
 Superintendent's Signature / Date

Wonderful Opportunity!

GSU has been invited to send two teams to the National Council of Teachers of English Conference in November as part of their Project TEAM. (See the information below).

The Teacher Quality Partnership would pay all expenses and it will be a wonderful way to highlight some of the important work we are doing.

The procedures are:

- Determine availability of selected individuals and get approval from district administrators and inform Vickie Person and Kathy Gustafson vperson@govst.edu kgustafson@govst.edu
- GSU will then pay for registration costs directly.
- Kathy Gustafson will submit a \$500 direct pay to assist with the upfront travel costs.
- Individuals will make their own airline registrations. (Southwest to Reagan International, early Thursday morning, November 20, leaving late afternoon Sunday, November 23) -- See meeting time frames below.
- We have reserved rooms, but individuals will have to pay and get reimbursed. The travel costs (hotel, shuttle, meals) will be paid up to \$1400 plus the airline flight cost.
- Attend the sessions noted below and agree to the guidelines noted below.
- Kathy Gustafson will work on getting stipends to you as quickly as possible. Please feel free to contact her regarding the payment process and schedule 708.534.4987.

Because of your Center for Literacy Education (CLE) status on the Literacy in Learning Exchange, and because your teams' work together supports students in achieving the ELA Common Core State Standards, you have been selected to be a part of the Project TEAM grant initiative. Thanks to funds provided by the Bill and Melinda Gates Foundation, the National Council of Teachers of English (NCTE) would like to offer 2 of your CLEs the opportunity to attend the 2014 Annual Convention<<http://www.ncte.org/annual/>> in Washington, D.C. (Nov. 20-23). If at all possible, we would encourage you to include the team working on the Express Yourself Summer Experience as one of the two teams.

Your 2 recipient teams will receive \$3,000 each to use towards attending the 2014 NCTE Convention in Washington, D.C., November 20-23. The money can only be used to defray expenses of the team members

who will be attending the conference (e.g., covering substitute teacher pay, conference registration, NCTE membership if needed, hotel, travel).

o At least 2 members of each active team need to attend the convention, but the more members who are able to attend, the greater the impact of the experience. We also welcome additional teams should you choose to include more than 2 teams in this experience, but the rule of "at least 2 members of an active team" still applies, as well as the need for that team to be working to support students in achieving ELA Common Core Standards. Members of the teams who attend convention will participate in three events specially tailored to the Project TEAM grant recipients. These include:

§ a special pre-convention session, Connecting the Convention to Your Year-Long Professional Learning (2:30-3:45 pm Thursday, November 20), designed for educator teams working on CCSS implementation,

§ at least one of NCLE's practice exchanges (http://www.ncte.org/annual/ncle/2014_practice_exchanges), choosing the one most aligned with your team's goals and interests, and

§ a closing session, NOW WHAT? Putting Convention Experiences into Action (12:00-1:15 pm Sunday, November 23) designed for team reflection and defining next steps.

o Over the course of the year, recipient teams agree to post to the Exchange at least 3 updates regarding your progress in addressing your team's CCSS inquiry question and how these efforts are impacting student learning (e.g., an online discussion amongst team members, the sharing of resources developed by the team, or a short blog of the team's progress). The goal is to make some aspect of your learning and collaboration publicly available to support the learning of others. This will also allow you to maintain the CLE status for another year.

Please RSVP to ksuchor@ncte.org <<mailto:ksuchor@ncte.org>> to accept or decline this invitation by the end of the day on October 27th. If we have not heard from a member of your team by then, we will assume that you are not interested, and will offer this invitation to another team. If you have any questions, please let us know.

KaiLionie Dunsmore
Project TEAM grant manager
Kristen Suchor
NCLE project manager

Subject: NCTE Invitation for GAPS team members

Importance: High

Hello Principal Gipson and Principal Thomas,

Hope all is well with you.

We have a very exciting opportunity for your GAPS team members. The National Council of Teachers of English (NCTE) and their counterpart group The National Center for Literacy Education (NCLE) has been working with us on various TQP projects. They have invited us as part of a Gates grant initiative to send teams to their national conference in DC in November. One team from our TQP summer program, Express Yourself, and another one of our Closing the Achievement GAPS teams.

We would like to extend this opportunity to any 2 team members (including the principal) from either team:

1. **Bryant Elementary - GAPS1** (Creating an environment of shared ownership)
 - **Team facilitator/tech liaison: Katherine Polk**
2. **WHITTIER - GAPS2** (All members must complete the Asset Inventory immediately to be considered)
 - **Facilitator/tech liaison: Katie Graton**

Take a look at the information attached. We are still working out the logistics so consider that section a draft at this point.

Important things to remember as make your decision:

- Between Gates and TQP, **all expenses would be paid.**
- Your selected team of 2 will be required to share a hotel room.
- **We have a very short window for registration and would need your 2 names ASAP.** Send those names to me so I can register them right away!!!!
- Conference dates and location is in the attached document.
- Dr. Karen Peterson is out of town this week so I will be the point person for any questions. My phone number is below.

This is, of course, a great literacy conference and also an opportunity to highlight some of the great work of your teachers.

We really hope you will send a team of 2!

Thanks,

Vickie

Vickie V. Person, Ed.D.

Assistant Professor, College of Education

Coordinator, Alternative Certification Program

President-Elect, National Association of Alternative Certification 2013-2015

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