

Parkrose School District #3

As Per Board Policy DLC/DLC-AR

Request for Extended Travel

NAME, BUILDING:

PHS (Title IIA Fund) – Andre Goodlow, Ally Packer, Nerissa Ediza, 6-TBA
 PMS (Title IIA Fund)-Molly Ouche, Whitney Alfrey, Annette Sweeney, 9-TBA
 Prescott (Title IIA Fund) - Cathy Mitchell, Molly Ennis (Prescott Focus Fund) - 3-TBA
 Sacramento (Title IIA Fund) - Karen Justice, Heather Floyd (Sacramento Focus Fund) – 3 TBA
 Shaver (Title IIA Fund) – Laura Goodman, Jody Tucker (Shaver Focus Fund) – 3 TBA
 Russell (Title IIA Fund) – Heather Bailey, Ashley Verhulst (Russell Focus Fund) – 3 TBA
 District Office (Title IIA Fund) – Michael Lopes District Office (Title IA Fund) - Chris McMurray

DATE: March 4, 2015 _____

PURPOSE: A group of 43 from Parkrose High School, Parkrose Middle School, Prescott Elementary, Sacramento Elementary, Shaver Elementary, Russell Elementary and the District Office to attend the AVID Summer Institute in San Diego, CA.

DISTRICT BENEFIT: AVID K-12 is a primary focus of our professional development for Common Core State Standards and college and career readiness.

TRAVEL DETAILS: 1. **DESTINATION:** San Diego, CA _____
 2. **DATES:** August 2-5, 2015 _____

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline – Molly airline ticket is being paid by AVID 43 x \$207.70	\$8,931.10
MEALS	August 2-Breakfast,Lunch & Dinner \$66.00 August 3-AVID provides Breakfast August 3-Lunch & Dinner \$53.00 August 4-Breakfast,Lunch & Dinner \$66.00 August 5-Breakfast,Lunch & Dinner \$66.00 Total- \$251.00 x 43=	\$10,793.00
LODGING	Manchester Grand Hyatt San Diego \$199.00 x 3 days=\$597.00 x 22 rooms without tax	\$13,134.00
REGIS/FEES	Early Bird Registration \$699.00 Free Registration for Michael Lopes & Molly Ouche \$699.00 x 43	\$30,057.00
SUBSTITUTE		\$0
OTHER	Shuttle -Super Shuttle - Private Vans 9 Passenger \$69.00 one way \$138.00 Round Trip 138.00 x 5 vans	\$690.00
TOTAL		\$63,605.10

mm 3/10/15

BUDGET SOURCE(S):

Title IIA Fund:

PHS, PMS, Prescott, Shaver, Sacramento,
Russell & District Office

Registration Budget Code

230.2240.0641.100.330.000

Travel Budget Code

230.2240.0342.100.330.000

Title IA Fund:

District Office

Registration Budget Code

210.1272.0641.100.050.000

Travel Budget Code

210.1272.0342.100.050.000

Focus Fund:

Prescott

Shaver

Russell

Sacramento

Registration Budget Code

212.1272.0641.925.000.000

212.1272.0641.928.050.000

212.1272.0641.926.050.000

212.1272.0641.927.050.000

Travel Budget Code

212.1272.0342.925.000.000

212.1272.0342.928.050.000

212.1272.0342.926.050.000

212.1272.0342.927.050.000

SUPERVISORS RECOMMENDATION AND COMMENTS:

As an AVID K-12 district we are continuing to use AVID Summer Institute as a key to our district-wide professional development planning.

SUPERVISOR SIGNATURE



SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve K-12 all district benefit. H. Gray

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: 

DATE: 3/9/15

Schedule

Check-in: You may pick up your institute materials between 2:00 pm and 6:00 pm the day before Summer Institute begins. Materials will also be available the first day of the Institute.

2015 Summer Institute Schedule			
Day 0	Day 1	Day 2	Day 3
Check-in/Help & Info Desk 2:00 – 6:00 pm	Check-in 6:30–8:00 am	Morning Coffee 7:00 am–8:00 am	Morning Coffee 7:00 am–8:00 am
AVID Merchandise Sales 2:00 – 6:00 pm	AVID Merchandise Sales 6:30 am–3:30 pm	AVID Merchandise Sales 7:00–4:30 pm	AVID Merchandise Sales 7:00 am–1:30 pm
	Help & Info Desk 6:30 am–5:00 pm	Help & Info Desk 7:00 am–5:00 pm	Help & Info Desk 7:00 am–3:00 pm
	Grab 'n' Go Breakfast 7:00–8:00 am	Strands 8:00 am–12:00 pm	Strands 8:00 am–12:00 pm
	Site Teams 8:00–9:30 am	Coffee Break 9:30–10:00 am	Coffee Break 9:30–10:00 am
	Coffee Break 9:30–10:00 am	Lunch on own 12:00–1:15 pm	Lunch on own 12:00–1:15 pm
	Strands 10:00 am–12:00 pm	Site Teams 1:15–3:30 pm	Site Teams 1:15–3:00 pm
	Lunch on own 12:00 –1:15 pm	General Session 4:00–5:00 pm	Conference Ends 3:00 PM
	Iced Tea & Snack Break 2:30–3:15 pm		
	Strands 1:15–5:00 pm		