

Request for Extended Travel

NAME: Karen Gray & Katie Barrett

DATE: January 11, 2016 DEPT/BUILDING District Office

PURPOSE: Literacy Leadership Summit being put on by Houghton Mifflin Harcourt called, "Lead the Way to Literacy".

DISTRICT BENEFIT: X This is a scholarship provided by HMH to learn about literacy leadership. Katie and Karen are both key leaders in implementing the necessary changes to improve our instruction in literacy.

TRAVEL DETAILS: 1. DESTINATION: Boston, MA

2. DATES: March 13-16, 2016

****Houghton Mifflin Harcourt is paying for Airline Travel, Lodging, Registration, and Meals for registered participants for the duration of the summit March 14-16, 2016****

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL		\$ 0
MEALS	March 13 - Dinner \$33.00 x 1 people (The conference does not pay for extended stay)	\$ 66.00 \$ 33.00
LODGING	March 13 Lodging (The conference does not pay for extended stay) \$169.00 rate with taxes x 1 rooms	\$ 338.00 \$ 169.00
REGIS/FEES		\$ 0
SUBSTITUTE		\$ 0
OTHER	The conference does not pay for transportation Go Boston Shuttle - Round Trip for 2 - \$58.00	\$58.00
TOTAL		\$ 260 \$462.00 (\$231 each)

BUDGET SOURCE(S):

1. GENERAL FUND: Karen - 100.2321.0342.130.000.000 **\$231.00** Katie - Travel: 100.2213.0342.120.350.000 **\$29.00**

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: Katie: Title 1- March 13 Hotel: 210.1272.0342.100.050.000

BUSINESS DIRECTOR SIGNATURE: 

DATE: 1/13/16

RECOMMENDATION AND COMMENTS:

I brought this to their attention because its an opportunity to hear from our national experts in literacy. Karen and Katie will bring an elementary and secondary lens to the conversation.

SIGNATURE

[Handwritten signature]

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve this great opportunity. almost all paid for.
Karen F. 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: _____

**LITERACY
LEADERSHIP
SUMMIT
MAR 14-16
BOSTON, MA**

LEAD THE WAY TO LITERACY
FOR THE NEXT GENERATION
FORWARD PRESENTERS



As educators across the nation face the challenge of meeting rigorous standards for college readiness and next generation assessments, the question persists: *How can we empower our teachers and provide struggling students with effective literacy intervention in the digital age?*

Houghton Mifflin Harcourt is dedicated to leading the way to literacy and inspiring curious, lifelong learners in the evolving education landscape. This *Literacy Leadership Summit* will address the real, tangible strategies necessary to raise reading achievement for all students and transform school performance. During this agenda, we will discuss the effects of positive engagement, unpack technology's role in personalizing and progressing literacy intervention, and share influential teaching and learning strategies within our professional network. Each Summit participant will benefit from rich content shared by our thought leaders, and take away best-in-class professional development and technology solutions proven to drive results!

This Summit is limited to **180 participants**. Register online at hnhco.com/leadershipsummits or by faxing the enclosed Registration Form. An HMH representative will contact you to arrange your air travel and hotel accommodations.

Registration Deadline: February 22, 2016



Summit registration will occur between **noon and 2:30 P.M.**



Hotel check-in generally occurs after **3:00 P.M.**



Every effort will be made to accommodate early arriving participants.

HMH is pleased to provide complimentary air travel, lodging, and meals for registered participants for the duration of the Summit. Incidental charges, including transportation to and from the airport and baggage fees, as well as any additional hotel nights, will be paid by the participant.

For guests wishing to arrive early or who would like to extend their stay, HMH will make every effort to arrange hotel reservations at the Summit rate. A limited number of rooms are reserved prior to and after each Summit. Please indicate any additional nights on your registration form.

Business casual attire is appropriate during the Summit. A light sweater may be comfortable in meeting rooms.

This invitation is a gift to your school district. By accepting this invitation, you confirm that you have obtained any approval required by your school district. Acceptance of this invitation does not obligate the attendee or the attendee's district to purchase HMH materials and/or services. Estimated value of this event is \$1,500.00 per person.

Questions? Contact your HMH representative or the Events Team at

LITERACY LEADERSHIP SUMMIT

MARCH 14-16, 2016

PRELIMINARY AGENDA*

MARRIOTT COPLEY PLACE & HARVARD UNIVERSITY | BOSTON, MA

DAY 1: Monday, March 14, 2016 Harvard University

- 2:30-3:00 P.M. Welcome
Lydia Logan, Moderator
- 3:00-3:45 P.M. Raising Kids Who Read
Daniel Willingham, Ph.D., Author and Professor, Department of Psychology, University of Virginia
- 3:45-4:00 P.M. Break
- 4:00-5:00 P.M. Accelerating Academic Language for Development for All Learners
Kate Kinsella, Ed.D., *READ 180*® and *English 3D*® Program Author, Adjunct Professor, College of Education, San Francisco State University
- 5:30 P.M. Dinner

DAY 2: Tuesday, March 15, 2016 Marriott Copley Place

- 7:00-8:00 A.M. Breakfast
- 8:00-8:10 A.M. Daily Reflection
Lydia Logan, Moderator
- 8:10-8:45 A.M. Why Technology Can Make a Difference
Ted Hasselbring, Ed.D., Research Professor, Special Education in Peabody College, Vanderbilt University
- 8:45-9:30 A.M. Building a Strong Foundation for Our Youngest Learners
Francie Alexander, Chief Academic Officer, Houghton Mifflin Harcourt
- 9:30-9:45 A.M. Break
- 9:45-11:00 A.M. Accelerating Tier 2 and Tier 3 Students With *READ 180*® and *System 44*®
David Dockterman, Ed.D., Chief Learning Architect, Houghton Mifflin Harcourt
- 11:00-11:15 A.M. From Struggling Student to College and Career
- 11:15-11:30 A.M. Break
- 11:30-12:45 P.M. Breakout Session
- 12:45-1:45 P.M. Lunch
- 2:00-3:15 P.M. Breakout Session
- 3:30-4:15 P.M. Fostering a Growth Mindset
Emily Diehl, Director, K-12 Professional Learning and Curriculum Design, Mindset Works

DAY 3: Wednesday, March 16, 2016 Marriott Copley Place

- 7:00-8:00 A.M. Breakfast
- 8:00-8:10 A.M. Daily Reflection
Lydia Logan, Moderator
- 8:10-9:00 A.M. Implementing for Success
- 9:00-9:45 A.M. Using Your District's Data to Drive Decisions: A Practitioner's Perspective
- 9:45-10:00 A.M. Break
- 10:00-10:45 A.M. Educator Collaboration
- 10:45-11:45 A.M. Closing Keynote Session
- 11:45-12:00 P.M. Closing Remarks

*Subject to Change

REGISTRATION FORMRegister online at hnhco.com/leadershipsummits or fax registration form to (212) 965-7405

Space is limited to 180 participants | Please register by February 22, 2016

PARTICIPANT INFORMATION (Incomplete registration forms will not be accepted)

Name (as it will appear on your name tag)

District Title (as it will appear on your name tag)

Email Address (required for electronic airline ticket confirmation and correspondence)

Telephone Number

School District

District Address (include city, state)

Superintendent Name & Email (required)

REGISTRATION AND HOTEL ACCOMMODATIONS

Summit registration will occur between **noon** and **2:30 P.M.** on **Monday, March 14th**. Hotel accommodations will be made for you for the nights of **March 14th and 15th**. If you would like to extend your stay at your own expense, please indicate your request below. Every effort will be made to accommodate your request.

AIRLINE TRAVEL

HMH is pleased to arrange and provide airline transportation for participants. Simply complete the information below and an HMH representative will contact you to arrange your air travel and hotel accommodations.

I will drive to the summit and do not need airline reservations.

Information Required by the Transportation Security Administration (TSA) for Group Travel Reservations

For TSA requirements, please provide your name as it appears on your government-issued identification/driver's license, as well as your middle initial, gender, and date of birth.

First Name	Middle Initial	Last Name	Gender	Date of Birth XXX/XX/XX
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DEPARTING INFORMATION FOR TRAVEL TO THE SUMMIT

Departing From Airport _____ Travel Date _____ Travel Time (AM | PM) _____

RETURNING INFORMATION FOR TRAVEL FROM THE SUMMIT (if different)

Returning to Airport _____ Travel Date _____ Travel Time (AM | PM) _____

OTHER COMMENTS OR REQUESTS _____

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Registration, attendance, and participation in the Leadership Summit constitutes an agreement by the registrant to the Intervention Solutions Group's use and distribution (both now and in the future) in any media including, without limitation, HMH websites and print materials, of the registrant's or attendee's image and voice in photographs, videotapes, and/or audiotapes.

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