

**HARVEY PUBLIC SCHOOLS DISTRICT 152**  
CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUEST

Please submit open copy of any information you may have concerning this request at least **TWO WEEKS BEFORE** requested C/C/W date(s).

Name of Person (please print): Michael Allen  
Grade/Subject/School: Principal - Brooks Middle School  
Name/Date of C/C/W: National Institute for Urban School Leaders  
Location of C/C/W: Cambridge, MA

Give a tentative summary of expected expenses (s):

Registration:	\$ <u>2,895</u>
Travel:	\$ <u>311 (estimated)</u>
Food:	\$ <u>TBD</u>
Lodging:	\$ <u>1,000 (estimated)</u>
Other:	\$ _____
Estimated Total	\$ <u>4,206 est</u>

Will a substitute be required?    Yes     No     All Day?

LONG RANGE PLANS \_\_\_\_\_ GOAL S \_\_\_\_\_ Explain what you desire to gain by attendance.  
See attachment

[Signature] 4-22-15      [Signature] 4-22-15      [Signature]  
Applicant's Sig/Date      Principal's Sig/Date      Administrator's Sig/Date

**NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO THE PROGRAM ADMINISTRATOR WITHIN TWO WEEKS AFTER THE CONFERENCE/CONVENTION/WORKSHOP, ALONG WITH THE APPLICABLE EXPENSE REPORT. EXPENSES WITHOUT VALID RECEIPTS WILL NOT BE HONORED.**

Approved    Date: \_\_\_\_\_      
 Disapproved    Date: \_\_\_\_\_

Account Name/Number \_\_\_\_\_ P.O. # \_\_\_\_\_

CHECK REQUEST:     Accounts Payable     Payroll     Imprest

Substitute Account Name/Number: \_\_\_\_\_

Name of Substitute Called: \_\_\_\_\_

[Signature]      [Signature]  
Business Manager Signature/Date      Superintendent's Signature/Date

COPIES TO: \_\_\_\_\_

MAY 7 15 2:09 PM

 [Printable View](#)

# HARVARD GRADUATE SCHOOL OF EDUCATION

Michael Allen Tuesday, April 21, 2015

Please print the confirmation below for your records.

## Application Confirmation

Dear Michael Allen:

Thank you for submitting your application for National Institute for Urban School Leaders.

The Admissions Committee will notify you of a decision via email within three weeks.

Detailed information regarding the program schedule and accommodation options is provided to all admitted applicants. Payment will be due within 30 days of program acceptance. The Harvard Graduate School of Education is not responsible for non-refundable travel arrangements or planning expenses incurred. **We recommend that you make lodging and travel arrangements only after you have been accepted to the program.**

Please add "event-information@certain.com" and "ppe\_xid@gse.harvard.edu" to your address book to ensure that you receive future emails from Harvard.

Contact us at 1-800-545-1849 or [principals@gse.harvard.edu](mailto:principals@gse.harvard.edu) with questions.

Best regards,

The Admissions Team

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### Non-Discrimination Policy

The Harvard Graduate School of Education affirms the right of all individuals to equal treatment in education without regard to age, race, religion, sex, sexual orientation, gender identity, marital status, handicap, national origin, or any other factors that are extraneous to effective performance. The Harvard Graduate School of Education will accommodate anyone with disabilities.

### Contact Application Assistance

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email!  
Shameka-grosary  
@gse,  
harvard.  
edu.

**Explain how participation in the program will benefit your work and describe one or more significant challenges you would like to explore during the program. (250 word limit) \***

As a current principal, I am extremely devoted to developing into a highly effective instructional leader. There are many different things that I have started to infuse into the fabric of my school, Brooks Middle School, which is located in Harvey, IL.

So far, we have piloted a new STEM program for about half of our current 7<sup>th</sup> grade student body. We have adopted new curriculum maps and scope and sequences in Math and English Language Arts. Similarly, we started a Teacher Led Monthly Professional Development Workshop for all English Language Arts teachers. In addition, we have set the foundation to pilot a modified 1 to 1 Ipad instructional model for approximately half of our incoming 7<sup>th</sup> graders.

I believe that participating in this program will enable me to continue to gradually improve the instructional services that we are providing at Brooks Middle in the following ways:

1. Expanding the foundational components implemented to support high quality instruction at Brooks.
2. Quantifying explicit ways to implement high quality differentiated professional development for all teachers.
3. Assisting with developing research based and best strategies that promote student engagement at Brooks.

Some challenges that I would like to explore include:

1. Creating a plan that prioritizes the various levels of enhancing the instruction and student engagement at Brooks.
2. Effectively fundraising to implement new initiatives at Brooks that increase student achievement.

**In what ways do you expect your particular skills, experience and perspective to contribute to group discussions? (250 word limit)**

I believe that I will be able to effectively contribute to group discussions based on the skills and expertise that I have developed in four areas including:

1. In the field experience-So far, I have served in various roles as a teacher, athletic director, dean, assistant principal and principal. These experiences serve as a guide for how I see the school improvement process.
2. Diverse perspectives- I have served in various urban and rural communities as an educator including: Kouts, IN., Valparaiso, IN., East Chicago, IN. , Chicago, IL., Waukegan, IL., and Harvey, IL. I believe that the exposure from working in various school settings with a wide range of needs could enrich discussions.
3. Continuing Education-I have been in school for my entire life, even while working. I have been fortunate enough to attend Valparaiso University (BA and M.Ed.), Chicago State University (Principal Licensure), Northwestern University's Kellogg School of Management (Summer Institute) and Loyola University-Chicago (Ed. D).
4. Dissertation Topic-Generational Differences in leadership for K-8 principals in leading teachers for Common Core. I am studying specifically the generations that are currently in the workforce including Baby Boom, Generation X and Generation Y.

 [Printable View](#)

# HARVARD GRADUATE SCHOOL OF EDUCATION

Michael Allen Friday, May 1, 2015

Please print the confirmation below for your records.

## Confirmation

Dear Michael Allen:

You have successfully completed the confirmation process. We look forward to welcoming you to National Institute for Urban School Leaders. Please find information below for planning your travel and accommodations, accessing the program website, and submitting payment.

We recommend adding "event-information@certain.com" and "ppe\_xid@gse.harvard.edu" to your address book to ensure you receive future emails from Harvard.

## Payment

An invoice for your program fee is provided below. Payment is due within 30 days of acceptance. If acceptance occurs less than 30 days prior to the program start date, payment is due immediately. If you paid by credit card during the confirmation process, you will receive an electronic receipt within 30 days. You can use the invoice below as a tentative receipt.

Please feel free to contact the finance team at [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu), if you have any questions regarding payment.

## Travel & Accommodations

The program will begin registration at 7:30 AM on July 6; it will end at 12:30 PM on July 11. When making your travel arrangements, please allow 2 hours prior to the start of registration and after the end of the program for travel to and from the airport, train or bus station.

Participants are responsible for securing their own travel and hotel accommodations. The following local hotels have set aside a limited number of rooms at reduced rates. These rooms are available on a first come, first served basis.

### Sheraton Commander Hotel

16 Garden Street, Cambridge, MA 02138

Reservations: 1-800-325-3535

Reference Code: HGSE-USL2015

Rate: \$249 per night/plus tax.

Rate valid until June 12, 2015

Earliest Check-in: July 6, 2015

Latest Check-out: July 12, 2015

*\*Late check-out available*

### Courtyard Marriott

777 Memorial Drive, Cambridge, MA 02139

Reservations: 888-236-2427

Reference Code: HGSE-USL

Rate: \$199 per night/plus tax.

Rate valid until June 15, 2015

Earliest Check-in: July 5, 2015

Latest Check-out: July 12, 2015

*\*Early check-in and late check-out available on these dates*

*\*Complimentary shuttle service between the hotel and the HGSE campus will be provided at the beginning and end of each program day. Exact shuttle times will be provided upon check-in at the hotel.*

#### Harvard Square Hotel

110 Mount Auburn Street, Cambridge, MA 02138

Reservations: 800-458-5886

Reference Code: GSE Urban School Leaders or 467496

Rate: \$225 per night/plus tax.

Rate valid until June 15, 2015

Earliest Check-in: July 6, 2015

Latest Check-out: July 11, 2015

#### **Additional Program Details**

Prior to the start of the program, you will receive instructions for accessing the password protected program website. The website will initially contain your first assignments as well as a local area guide; the program schedule, curriculum, and readings will be posted as the program dates near.

In the meantime, additional information for [planning your campus experience](#) is available on our public website. This website provides answers to many common questions: travel, weather, attendance expectations, and links to local resources. Our participants find it helpful in answering most common questions.

Please feel free to contact the program team at [ppeusl@gse.harvard.edu](mailto:ppeusl@gse.harvard.edu), if you have any questions as you prepare to attend the program.

Thank you for confirming your intention to attend National Institute for Urban School Leaders. We look forward to welcoming you to campus in July.

#### **Participant Information**

<b>First Name</b>	Michael
<b>Last Name</b>	Allen
<b>Email Address</b>	m.allen17@hotmail.com
<b>Title/Position</b>	Principal
<b>Organization Name</b>	Harvey School District 152

#### **Additional Information**

<b>Formal Name for Certificate</b>	Michael Allen
<b>Preferred Name for Badge</b>	Michael Allen
<b>Special Service Required</b>	No
<b>Dietary Restrictions</b>	No
<b>Emergency Contact</b>	Gilbert Allen 773-915-3014 Veronica Thomas 773-403-3868
<b>Emergency Notification System</b>	I would like to receive emergency notifications from Harvard University while on-campus for the program.
<b>Payment Method</b>	My School/District
<b>Payment Details Name</b>	Johnetta Miller
<b>Payment Details Email</b>	<a href="mailto:jmiller@harvey152.org">jmiller@harvey152.org</a>

**Payment Details Phone**

708-333-0300

**Program Fee Summary**

<b>Description</b>	<b>Quantity</b>	<b>Amount</b>	<b>Total</b>
Program Fee	1	\$2,895.00	\$2,895.00
			<b>Total: \$2,895.00</b>
<b>Date</b>	<b>Payments</b>	<b>Received</b>	
01-May-15	Invoice / P.O.	No	\$2,895.00 \$0.00
			<b>Total: \$0.00</b>
			<b>Balance due: \$2,895.00</b>

**Payment Information**

Your enrollment is not complete until payment is received. Payment is accepted by check, credit card or wire transfer. Purchase orders should be emailed to [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu) or faxed to 617-495-5900. Note: Fax only the purchase order including the participant's full name. There is no need to include a copy of the invoice.

For questions regarding payment, please contact our finance department at [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu).

**Checks**

Make checks payable to 'Harvard University.' Federal Tax ID 04-2103580. Include the memo '15USL Allen, Michael' on all checks. US currency only (USD).

Please mail remittance to: Finance Department, Programs in Professional Education, Harvard Graduate School of Education, 44 Brattle Street, 5th Floor, Cambridge, MA 02138.

**Wire Transfer**

Bank Name: Bank of America

Bank address: 100 Federal Street, Boston, MA 02110

Account: 9428-370230

Bank identifier number ABA: 026009593, (SWIFT): BOFAUS3N, (ACH): 011000138

Account Name: President and Fellows of Harvard College GSE Wire

Memo: 15USL Allen, Michael.

Please make sure you pay any applicable bank fees in addition to the total due in US currency.

**Please forward the invoice below to your finance office, if applicable.**

Programs in Professional Education  
**Harvard Graduate School of Education**  
 44 Brattle St. 5th Fl. Cambridge MA 02138 USA

**I N V O I C E****Invoice Information**

Invoice Number: 2408-306001-3165  
 Institution Name: Harvey School District 152  
 Invoice Date: 2015-04-21 10:34:55

**Registration Information**

Participant Name: Michael Allen  
Program Name: 2015 USL - National Institute for Urban School Leaders  
Program Start Date: Jul 06, 2015

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**Payment Contact Information**

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Contact: PPE Finance Department  
Fax Number: 617-495-5900  
Email Address: ppefinar@gse.harvard.edu

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**Payment Information**

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Program Charges \$2895.00  
Amount Paid \$0.00

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Total Due (USD) \$2895.00

*This enrollment is not complete until payment is received.*

Please review your program cancellation policy at [www.gse.harvard.edu/ppe](http://www.gse.harvard.edu/ppe).

**CREDIT CARD INSTRUCTIONS:** We accept MasterCard, Visa and American Express. Credit card payments for this enrollment can be made at <http://www.events.harvard.edu/profile/form/index.cfm?PKformID=0x28557162be>.

**CHECK INSTRUCTIONS:** Make payable to 'Harvard University'. Federal Tax ID 04-2103580. Include the memo '15USL Allen, Michael' on all checks. US funds only (USD). Please mail remittance to: Finance Department, Programs in Professional Education, Harvard Graduate School of Education, 44 Brattle Street, 5th Floor, Cambridge, MA 02138.

**WIRE TRANSFER INSTRUCTIONS:** Bank Name: Bank of America. Bank identifier number (ABA): 026-009-593, (SWIFT): BOFAUS3N, (ACH): 011000138. Bank address: 100 Federal Street, Boston, MA 02110. Bank Account Name: President and Fellows of Harvard College GSE Wire. Bank Account Number: 9428-370230. Memo: 15USL Allen, Michael. Please make sure you pay any applicable bank fees in addition to the total due.

WE ARE UNABLE TO ACCEPT CASH AT REGISTRATION

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**Cancellation Policy**

Cancellations must be submitted via fax or email. Full refunds are granted up to 30 days prior to the start of the program. Due to program demand and pre-program preparations, cancellations received 29-14 days prior to the start of the program are subject to 10% of the program fee. Cancellations received within 13 days and no-shows are subject to the full program fee. Please note: Cancellation fees are based on the date the written request is received.

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**Non-Discrimination Policy**

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**Contact Application Assistance**

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### Review your trip

Nice Job! You picked one of our Best Value flights. Book now so you don't miss out on this price!

Sun, Jul 5 Departure to Boston



Best Value

7:05am ORD → 10:23am BOS 2h 18m, Nonstop

Show flight details Very Good Flight (8.4 out of 10)

Mon, Jul 13 Return to Chicago



Cheapest

1:53pm BOS → 3:45pm ORD 2h 52m, Nonstop

Show flight details Fair Flight (5.6 out of 10)

Change flights

Buy this flight and we will give you up to 55% off a hotel for your trip. Our way of saying thanks for using Expedia! - Details available on Flight confirmation

Continue Booking

### Trip Summary

1 Ticket: Roundtrip

Traveler 1: Adult \$310.23
Expedia Booking Fee \$0.00

Trip Total: \$310.23
Only 7 tickets left at this price!

Rates are quoted in US dollars

#### Important Flight Information

- Your flight is a combination of two one-way fares, each subject to its own rules and restrictions. More Details
If one of your flights is changed or cancelled, it will not automatically alter the other flight. Changes to the other flight may incur a charge.

#### Departure

- Tickets are nonrefundable and nontransferable. Name changes are not allowed.
Estimated fees for baggage and other optional services.

#### Return

- Tickets are nonrefundable and nontransferable. A fee of \$125.00 per ticket is charged for itinerary changes. Name changes are not allowed.
Estimated fees for baggage and other optional services.

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## National Institute for Urban School Leaders

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**7/6/15 to 7/11/15**

Tuition: \$2,895 per person

**[Contact Us \(mailto:ppe@gse.harvard.edu?Subject=Inquiry%3A%20National%20Institute%20for%20Urban%20School%20Leaders\)](mailto:ppe@gse.harvard.edu?Subject=Inquiry%3A%20National%20Institute%20for%20Urban%20School%20Leaders)**

**[Request a Brochure \(http://www.gse.harvard.edu/node/423461\)](http://www.gse.harvard.edu/node/423461)**

### What You Will Learn

Refine your leadership skills and broaden your understanding of effective teaching and learning. You will examine successful practices from urban settings, set high expectations for achievement and explore strategies that promote student engagement.

### Program Overview

In today's high-stake environment of accountability and limited resources, school leaders must be able to address urgent challenges from multiple constituencies. Research on effective schools continually points to the important role leaders play in creating the right conditions to increase student achievement.

National Institute for Urban School Leaders brings educators from urban contexts together with Harvard faculty and top experts in the field to examine best practices and research-based techniques that support student achievement. It provides an in-depth exploration of the leadership skills necessary to enhance and sustain learning outcomes.

You will examine schools in relation to the broader community contexts—exploring race, culture, equity, socioeconomic status and social justice in today's diverse urban classrooms. You will focus on strategies for improving teaching and learning and building community support for the work of schools. When you leave, you will be better prepared to transform your learning landscape to support higher student achievement and successful outcomes for all students.

## Program Objectives

- Identify leadership roles and styles required to improve teaching and learning in the instructional core
- Examine the beliefs, cultural changes and teaching and learning strategies required to promote high student achievement
- Consider the effects of race, class and culture on the learning community
- Learn effective approaches for ensuring the inclusion of all students
- Explore practice-based techniques for closing the achievement gap

## Who Should Attend

- School leaders and teams working in urban settings
- Principals, assistant principals, department heads, directors of curriculum and instruction, and other central office administrators that support urban schools

## What People Are Saying

"This was a grand slam, great!" —2012 participant

"Amazingly forward-looking program. I am leaving more informed and able to help my community and my students. It has become a valuable

part of my decision-making process, especially in my new assignment as CFO.” —Stanley Dobbs, CFO, Hayward Unified School District, Hayward, CA

“I absolutely love Harvard. I always leave feeling motivated, inspired and full of new ideas. I sent two of my principals at the end of June to the Art of Leadership because I wanted them to experience a career-changing opportunity like I have. You are making a difference in our practice. Thanks so much.” —Ina Fournier, Superintendent of Education, Peel District School Board, Mississauga, Canada

“Powerful! Excellent. This program has given me a new perspective on inclusive education and the sense of ensuring that all students feel like they belong.” —Lolita Vaughan, Principal, Paterson Public Schools, Paterson, NJ

Session with Norman Kunc: Beyond Benevolence: A New Take on Inclusive Education

## Faculty Chair

**Deborah Jewell-Sherman** (</node/126302>) is Professor of Practice at HGSE. Jewell-Sherman is a graduate of The Harvard Graduate School of Education's Urban Superintendents Program and has built a reputation over the past decade as one of the most successful urban district superintendents in the country. She served as superintendent of the Richmond schools from 2002 to 2008. During her tenure, 95 percent of Richmond's lowest performing schools achieved full accreditation under Virginia's Standards of Learning legislation, and the district as a whole improved from 18 to 91.7 percent. Jewell-Sherman was named Virginia Superintendent of the Year 2009 by the Virginia Association of School Superintendents.

## Enrollment & Fees

### Enrollment Instructions

Admission to the National Institute for Urban School Leaders is

competitive; we regret that we are unable to accommodate all applicants. To maximize the learning experience, the program aims to bring together as diverse a group as possible. Both individuals and teams are welcome to apply. **As the program fills quickly, early application is encouraged.**

## INDIVIDUALS

### Step One

You will be asked to provide your personal profile and organizational information.

### Step Two

You will be asked to respond to the following questions:

1. Explain how participation in the program will benefit your work and describe one or more significant challenges you would like to explore during the program. (250 word limit)
2. In what ways do you expect your particular skills, experience and perspective to contribute to group discussions? (250 word limit)

## TEAMS

### Identify Your Team Coordinator

- Before beginning the application process, you will need to identify a team coordinator.
- The coordinator will be the primary point of contact during the application process and preparation for the program.
- **The coordinator does not need to attend the program** and will have the opportunity to indicate if they will be attending during the application process.

### Application Process

1. A team application to be completed once by the coordinator.
  2. A team member application to be completed by each member of your team.
- In order for your team to be considered for review by the admissions committee, **each team member will need to complete the team member application.** The coordinator will receive a link to the team member application once the team application is complete.

- Once started, the team application must be completed in a single session. It should take 15–20 minutes to complete.
- A list of required questions will be provided at the beginning of the team application.
- When your coordinator is ready to complete the team application, it can be accessed by continuing to the next page.

## Fees

The comprehensive tuition includes all instructional materials and refreshments. Participants receive a certificate of participation and a letter confirming clock hours of instruction.

Payment or a purchase order is due 30 days after registration. If acceptance into the program falls less than 30 days prior to program start date, payment is due upon acceptance. Participants are responsible for their own travel expenses.

## Accommodations

Hotel accommodations are made available to participants at a reduced rate. Detailed program information and accommodation options will be provided to all admitted participants. The Harvard Graduate School of Education is not responsible for non-refundable travel arrangements or other planning expenses incurred. We recommend that you not make lodging and travel arrangements until you are admitted to the program.

## Cancellation Policy

Cancellations must be submitted via fax or email. Full refunds will be given up to 30 days prior to the start of the program. Due to program demand and pre-program preparations, cancellations received 29–14 days prior to the start of the program are subject to a fee of 10% of the program tuition. Cancellations received within 13 days prior to the start of the program and no-shows are subject to the full program tuition. Please note: cancellation fees are based upon the date the written request is received.

The Harvard Graduate School of Education reserves the right to change faculty or cancel programs at its discretion. In the unlikely event of program changes, the school is not responsible for non-refundable travel arrangements or other planning expenses incurred.

## **Non-Discrimination Policy**

The Harvard Graduate School of Education affirms the right of all individuals to equal treatment in education without regard to age, race, religion, sex, sexual orientation, gender identity, marital status, handicap, national origin, or any other factors that are extraneous to effective performance. The Harvard Graduate School of Education will accommodate anyone with disabilities.







# HARVARD GRADUATE SCHOOL OF EDUCATION

## PARTICIPANT CHECKLIST

This checklist is designed to help you keep track of the activities that need to take place prior to your arrival on campus. We hope that these activities will not only make you feel welcomed, but also well-equipped to have an excellent learning experience.

### Upon acceptance into the program, you should...

- Review your admission letter
- Confirm your enrollment within seven days of receiving your notification by following the link provided in your acceptance email
- Join us on Facebook and Linked-In  
 
- Call or email the enrollment coordinator listed in your offer letter (1-800-545-1849) with any questions you may have

### Once confirmed, please be sure to...

- Make your payment arrangements. After confirming your participation, you will receive an invoice via email. Your enrollment is not complete until payment is received. Note that payment is due within 30 days of receiving your confirmation. For additional questions, please email [ppefinar@gse.harvard.edu](mailto:ppefinar@gse.harvard.edu) or call (800) 545-1849 with questions.
- Make note of the program start and end times in order to make your travel plans accordingly
- Secure your accommodations. Discounted rates for a limited number of rooms have been secured at one or more local hotels. Please see your confirmation email for reservation details.
- Visit our [Frequently Asked Questions](#) page for information on planning your campus experience

### As we get closer to the program, you will...

- Receive an email from the team with instructions for accessing the program website. This will include all necessary pre-program information, readings and assignments, and the program schedule. Your confirmation email will provide a time frame of when to expect this website.
- Visit our mobile-friendly website, [Beyond Appian Way](#), for information that will be useful during your stay

### On your first day, you should...

- Check in at program registration. This location will be indicated on the program website.