

Request for Extended Travel

NAME: Michael Lopes

DATE: August 15, 2013 DEPT/BUILDING District Office

PURPOSE: AVID Training – ADL Cohort 53 Session 1

DISTRICT BENEFIT: *I will be the elementary school liason for AVID and Parkrose. These trainings are to support our AVID implementation of organizational, instructional, and cultural expectations. This is a critical element to reach our ~~strat~~ vision of college and career readiness for Parkrose students.*

and District Director

TRAVEL DETAILS: 1. DESTINATION: Las Vegas, NV

2. DATES: October 1-4, 2013

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline	\$178.00
MEALS	Oct 1: \$33.00 Dinner	\$231.00
	Oct 2: \$66.00 Breakfast,Lunch,Dinner	
	Oct 3: \$66.00 Breakfast,Lunch,Dinner	
	Oct 4: \$66.00 Breakfast,Lunch,Dinner	
LODGING	Hampton Inn Tropicana \$133.28 with tax X 3 nights	\$399.84
REGIS/FEES	Registration is included in our contract	\$0
SUBSTITUTE		\$0
OTHER	Shuttle - \$14.00 Round trip	\$14.00
TOTAL		\$822.84

mll - 8/22/13

BUDGET SOURCE(S): Federal Funds

1. GENERAL FUND: 230.2240.0342.120.350.000

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*approve please - required training
for KID AVID. U K Gray
8/11/13*

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: 8/16/13



Susan Fox <foxsus@parkrose.k12.or.us>

Needed: Extended Travel Request - AVID Session 1- Cohort 53, Las Vegas, NV

2 messages

Jayson Smith <jayson_smith@parkrose.k12.or.us>

Wed, Aug 14, 2013 at 9:36 AM

To: Susan Fox <foxsus@parkrose.k12.or.us>

Cc: Michael Lopes <michael_lopes@parkrose.k12.or.us>

Hi Susan,

Could you draw up an extended travel request for Michael? The details are below:

Details:

Event:

ADL Cohort 53 Session 1 Training
October 2-4, 2013

Payment:

230.2240.0342. ^{120.350.000} ~~230.350.000~~

Training Location:

Hampton Inn Tropicana

Start: Wednesday, October 2, 2013 at 8:00am

End: Friday, October 4, 2013 at 12:00pm

Hotel:

Hampton Inn Tropicana
4975 S. Dean Martin Drive
Las Vegas, NV 89118
Tel: 702-948-8100
Hotel Website

***Don't forget to ask for the AVID Center group rate! Group rate ends Tuesday, September 10, 2013.**

For reservations please choose one of the following options:

Call: 702-948-8100

OR

Click on following link: Hampton Inn Reservation Link

Airport: McCarron International Airport

McCarron International Airport is 2 miles from the Hampton Inn Tropicana.

Please schedule outgoing flights after 3:00 PM. This will ensure completion of training and allow for travel time to the airport.

Michael will fly out the evening of Tuesday 10/1/13, returning the evening of Friday 10/4/13.

Attached is the complete logistics summary. Let me know if you need anything else from me on this.

Thanks a billion for all your help on these!

Best,

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Jayson A. Smith
Administrative Assistant
School Improvement Department



Parkrose
School District
Portland, Oregon

10636 NE Prescott
Portland OR 97220
ph: 503-408-2104
Fax: 503-408-2140



Logistics Summary - ADL 1 Logistics Summary-Las Vegas, NV.docx

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Jayson Smith <jayson_smith@parkrose.k12.or.us>
To: Susan Fox <foxsus@parkrose.k12.or.us>

Wed, Aug 14, 2013 at 9:47 AM

Oops! The budget code is wrong. It should read: **230.2240.0342.120.350.000**

Thanks!

-J

[Quoted text hidden]

ADL Session 1 Trainings

October 2-4, 2013 (Western Division)
Session 1-Cohort 53, Las Vegas, NV

Location: Hampton Inn Tropicana

Start: Wednesday, October 2, 2013 at 8:00am

End: Friday, October 4, 2013 at 12:00pm

Hampton Inn Tropicana
4975 S. Dean Martin Drive
Las Vegas, NV 89118
Tel: 702-948-8100
Hotel Website

Hotel: *When making reservations, ask for the AVID Center ADL Sessions group rate!
Group rate ends Tuesday, September 10, 2013.

For reservations, please choose one of the following options:

Call: 702-948-8100

OR

Click on following link: [Hampton Inn Reservation Link](#)

*Don't forget to ask for the AVID Center ADL Sessions group rate!

McCarron International Airport

Airports:

McCarron International Airport is 2 miles from the Hampton Inn Tropicana

**AVID District Leadership
Session 1
Agenda**

Day 1

8 a.m. – 12 p.m.

- Welcome and Introductions
- The CORNELL WAY
- District Director Roles and Responsibilities
- The AVID College Readiness System
- The Eleven Essentials
- AVID Research

1 p.m. – 5 p.m.

- AVID Curriculum Overview
- AVID's Tutorial Process
- Site Teams
- Site Visit Preparation

Welcome Reception Hosted by AVID Center

Day 2

8 a.m. – 12 p.m.

- Site Visit

1 p.m. – 5 p.m.

- Site Visit Debrief
- Coaching

Day 3

8 a.m. – 12 p.m.

- Certification
- Professional Learning – Face-to-Face Modules/ AVID's Professional Learning Practices
- District Director Plan and Portfolio
- Socratic Seminar