

Request for Extended Travel

NAME: Carrie Putsch (PMS)

DATE: August 1, 2017 DEPT/BUILDING Parkrose Middle School

PURPOSE: 2017 Corwin Teaching Learning Coaching Conference

DISTRICT BENEFIT: Carrie is coaching our 6-12 math team and works extensively school wide to implement school wide instructional practices for all teachers.

TRAVEL DETAILS: 1. DESTINATION: Indianapolis, IN
 2. DATES: September 25-28, 2017

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airlines \$474.00	\$ 474.00
MEALS	Per Diem Conference Provides: September 26,27,28 – Breakfast & Lunch September 25-Breakfast, Lunch, Dinner \$64.00 September 26,27,28-Dinner - \$99.00 Total- \$163.00	\$ 163.00
LODGING	Crowne Plaza 1 Room 2 Queen Beds \$144.76 x 3 days + \$84.37 tax	\$ 518.65
REGIS/FEES	Registration – \$699.00	\$699.00
SUBSTITUTE	-\$245.24 x 4 days	\$980.60
OTHER	Shuttle - \$55.00 Round Trip	\$55.00
TOTAL		\$ 2,890.25 \$1909.65

BUDGET SOURCE(S):	Travel Budget Code	Amount	\$ 2890.25
Title IIA	215.2240.0342.100.330.121	\$1,210.65	- 980.60
Registration	215.2240.0641.100.330.121	\$699.00	<u>\$1909.65</u>
Subs	215.2240.0121.100.330.121	\$980.60	NO

BUSINESS SERVICES DIRECTOR SIGNATURE:  8/22/17
SUB

SUPERVISORS RECOMMENDATION AND COMMENTS:

Our coaches need ongoing PD support to help support our teachers at the b-12 level. This conference provides important strategies that will help our districts coaching for instruction.

SUPERVISOR SIGNATURE



SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

Please approve K Gray 9/6/17

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: _____



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

Travel Request Needed - W Alfrey & C Putsch - Corwin Teaching Learning Coaching Conference - 9.26-9.28.17 - Indiana

1 message

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

Fri, Jul 28, 2017 at 1:56 PM

Hi Susan,

Can you draw up a travel request for Whitney Alfrey & Carrie Putsch (Younglund) to attend this?

Corwin Teaching Learning Coaching Conference - 9.26-9.28.17 - Indiana

All of the info should be on that site. Agenda attached.

If you have any questions about travel preferences, please contact them directly.

Travel Funds: Title IIA - 215.2240.0342.100.330.106

Please let me know if you have any questions that I can help with.

Best,

—
Jayson A. Smith
Administrative Assistant, Digital Media Specialist



School Improvement Department
10636 NE Prescott
Portland OR 97220
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2017 TEACHING LEARNING COACHING CONFERENCE

teaching | learning | coaching

SEPTEMBER 26-28, 2017 | INDIANAPOLIS, IN

Featuring
Jim Knight

It's All About The Kids

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Tuesday, September 26

6:30am – 8:00am Pre-Conference Registration

8:00am – 4:00pm Pre-Conference Sessions

4:00pm – 7:00pm Main Conference Registration

Time	Session Title	Presenter
8:00 a.m. - 4:00 p.m.	What's New in Instructional Coaching?	Jim Knight
8:00 a.m. - 4:00 p.m.	The Power of Connecting Visible Learning and Instructional Coaching	Kara Vandas
8:00 a.m. - 4:00 p.m.	Instructional Coaching to Increase Student Engagement	Ann Hoffman and Michelle Harris

Wednesday, September 27

6:30-8:00 a.m. Main Event Registration

Time	Session Title	Presenter
8:00-8:30 a.m.	Conference Welcome	Kristin Anderson
8:30-10:00am	Keynote	Jim Knight
10:00am – 10:30am	Break	
10:30am – 12:00pm	Breakout Sessions - Group A	
12:00pm – 1:00pm	Lunch (Provided)	
1:00pm – 2:30pm	Keynote	Michael Bungay-Stanier
2:30pm – 3:00pm	Break	
3:00pm – 4:30pm	Breakout Session – Group B	



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Thursday, September 28

Time	Session Title	Presenter
7:45am-8:00am	Welcome Back	Kristin Anderson
8:00am – 9:30am	Opening Keynote	Zaretta Hammond
9:30am – 10:00am	Break	
10:00am – 11:30am	Breakout Session – Group C	
11:30am – 12:30pm	Lunch (Provided)	
12:30pm – 2:00pm	Keynote	Russ Quaglia
2:00pm – 2:30pm	Break	
2:30pm – 4:00pm	Breakout Session – Group D	
4:15pm – 5:00pm	Closing Remarks	Kristin Anderson