



Parkrose School District #3
 As Per Board Policy DLC/DLC-AR
 Request for Extended Travel
 (Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary.

NAME: Sharie Lewis DATE July 31, 2023 DEPT/BUILDING: District Office

PURPOSE: 2023 ASBO Board Travel ED Initial Interviews

TRAVEL DETAILS:

DESTINATION: Nashville, TN
 DATES: September 17-19, 2023

****ASBO IS PAYING FOR ALL TRAVEL****

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline \$450.00	\$ 0
LODGING	Hilton Garden Inn Downtown/Convention Center \$250.00 X 2 nights	\$ 0
PER DIEM	Covered by ASBO	\$ 0
REGISTRATION		\$ 0
OTHER	Taxi, Uber, Lyft \$80.00	\$0
TOTAL		\$ 0

BUDGET SOURCE(S) NAME: Travel Budget Code Amount
 Admin. Budget 100.2240.0244.100.330.000 \$0

BUSINESS SERVICES DIRECTOR SIGNATURE: _____

DATE: _____

8/1/23

SUPERVISORS RECOMMENDATION AND COMMENTS: _____

SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE  _____ DATE: 8/1/23

BOARD ACTION: APPROVED: _____ DISAPPROVED: _____ DATE: _____

First Round Interviews

1 message

Ryan Stechschulte <rstechsc@tps.org>

Wed, Jun 28, 2023 at 1:59 PM

To: "John Hutchison (jhutchison@olatheschools.org)" <jhutchison@olatheschools.org>, Bill Sutter <bill.sutter@bvsd.org>, Mike Barragan <mbarragan@gesd40.org>, Lynn Knight <lynn_knight@nekoosa.k12.wi.us>, Wanda Erb <werb@wasd.org>, "Kirkpatrick, Aubrey (ASD-E)" <Aubrey.Kirkpatrick@nbed.nb.ca>, Karen Smith <Karen.smith1@cfisd.net>, Sharie Lewis <sharie_lewis@parkrose.k12.or.us>, Gina Lanier <gmlanier@aurorak12.org>, Melissa Fettkether <mfettkether@postville.k12.ia.us>, Gina Lanier <Gina.Lanier@adams12.org>, Greg Fine <gfine@tecker.com>
Cc: Angela Tombul <atombul@asbointl.org>, Siobhan McMahon <SMcmahon@asbointl.org>

Good Morning Search Committee Members,

Nashville has been selected as the site for the first round of interviews. Below are the dates and hotel information for the first round of interviews and as we get closer to September we will provide you with additional information and details.

Dates: September 17, 2023 – September 19, 2023

Sunday (09/17/23)

Travel day for Committee

Monday (09/18/23)

Breakfast on your own.

8:00 am – 5:00 pm

First Round Interviews

Room: TBD

Dinner on your own

Tuesday (09/19/23)

Breakfast on your own.

8:00 am – 12:00 pm

First Round Interviews

Hotel:

Hilton Garden Inn Downtown/Convention Center

305 Korean Veterans Boulevard
Nashville, Tennessee 37201
615-251-3013

Additional Information

- ASBO will be making the hotel reservations and paying the hotel directly.
- All reservations will be for Sunday and Monday nights, if your schedule is different, please contact Angie immediately.
- Send your flight information to Angie once your flights are booked.
- Schedule Tuesday flights in the afternoon as the morning is reserved for additional first-round interviews if needed.

--
Ryan S. Stechschulte
Treasurer/CFO



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NAME: Sharie Lewis DATE July 31, 2023 DEPT/BUILDING: District Office

PURPOSE: 2023 ASBO Board Travel ED Search Interviews

TRAVEL DETAILS:

DESTINATION: Washington, DC
 DATES: October 16-22, 2023


****ASBO IS PAYING FOR ALL TRAVEL****

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline \$725.00	\$ 0
LODGING	Gaylord Hotel/Convention Center \$250.00 X 2 nights	\$ 0
PER DIEM	Covered by ASBO	\$ 0
REGISTRATION		\$ 0
OTHER	Taxi, Uber, Lyft \$80.00	\$0
TOTAL		\$ 0

BUDGET SOURCE(S) NAME: Travel Budget Code Amount
 Admin. Budget 100.2240.0244.100.330.000 \$0

BUSINESS SERVICES DIRECTOR SIGNATURE:  DATE: 8/1/23

SUPERVISORS RECOMMENDATION AND COMMENTS: _____

 SUPERVISOR SIGNATURE  DATE: 8/1/23

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

 SUPERINTENDENT/DESIGNEE SIGNATURE _____ DATE: _____

BOARD ACTION: APPROVED: _____ DISAPPROVED: _____ DATE: _____

REPLY NEEDED: September and October Board Travel for ED Search Interviews and AC&E 2023

1 message

Angie Tombul <atombul@asbointl.org>

Fri, Jun 23, 2023 at 8:10 AM

To: "John Hutchison (jhutchison@olatheschools.org)" <jhutchison@olatheschools.org>, Ryan Stechschulte <rstechsc@tps.org>, "bill.sutter@bvsd.org" <bill.sutter@bvsd.org>, Wanda Erb <werb@wasd.org>, "aubrey.kirkpatrick@nbed.nb.ca" <aubrey.kirkpatrick@nbed.nb.ca>, Mike Barragan <mbarragan@gesd40.org>, Lynn Knight <lynn_knight@nekoosa.k12.wi.us>, "lewissha@parkrose.k12.or.us" <lewissha@parkrose.k12.or.us>, Karen Smith <Karen.smith1@cfisd.net>

Cc: Siobhan McMahon <smcmahon@asbointl.org>, Sabrina Soto <ssoto@asbointl.org>

Good morning all,

As discussed in yesterday's meeting, below are the itineraries for the September and October board meetings and interviews so that everyone has the information. Please wait to book flights to Nashville until we have a contract with a hotel. We will confirm with the group once that is done and flights can be booked.

If you would please reply to this email and send me the following, I will update the master housing list for AC&E. (We have already submitted your conference registration.)

- Anticipated Arrival Date (likely 10/16/23)
- Anticipated Departure Date (likely 10/22/23, unless you are not able to get a flight out that afternoon)
- Your Marriott-Bonvoy number if you would like to have it added to your reservation.
- Any requests you have for your room. We can make the request, but there are no guarantees.

Safe travels to those who have been at the AEDG meeting in French Lick.

Thanks,

Angie

ITINERARIES & INFORMATION**September – ED Initial Interviews**

Location: TBD, likely Nashville; fly into BNA

Flight In: Sunday, September 17 any time arrival

Flight Out: Tuesday, September 19 in the afternoon (please allow for morning interviews should additional interviews need to occur)

ASBO will take care of the hotel arrangements.

VERY HIGH-LEVEL ITINERARY FOR MEETING:

- 9/17 Arrivals any time
- 9/18 Candidate Interviews all day
- 9/19 Additional half day for candidate interviews (if necessary); with departures scheduled in the afternoon.

October – ED Final Interviews and Annual Conference & Expo

Location: TBD -- the Gaylord was not available for the interview dates, so another venue is being identified. Regardless of the venue selected, plan to fly into Reagan National (DCA). Dulles (IAD) and Baltimore (BWI) are much further out -- the cost and time needed to get to/from those airports is not worth it.

Flight In: Monday, October 16 any time arrival



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NAME: Heather Barcan, Shannon Kirkpatrick, Carrie Younglund, Jessica Stewart-Keys DATE July 31, 2023

Carrie Perez

DEPT/BUILDING: Parkrose High School

PURPOSE: 2023 Teaching and Learning Coaching Conference

TRAVEL DETAILS:

DESTINATION: Orlando, FL

DATES: October 16-18, 2023

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline \$556.00 x 5	\$ 2,780.00
LODGING	Renaissance Orlando at Seaworld \$379.00 x 2 nights x 3 Rooms (without tax)	\$ 2,274.00
PER DIEM	Conference Provides Breakfast and Lunch Oct 16 \$37.00 Dinner - Oct 17 - \$37.00 Oct 18 - \$37.00 \$111.00 x 5 people	\$ 555.00
REGISTRATION	\$775.00 x 5	\$ 3,875.00
OTHER	Lyft, taxi or shuttle \$120.00 round trip	\$120.00
TOTAL		\$ 9,604.00

BUDGET SOURCE(S) NAME:

High School M98 Registration

High School M98 Travel Out of District

Travel Budget Code

252.1131.0641.931.270.000

252.1131.0342.931.270.000

Amount

\$3,875.00

\$5,729.00

BUSINESS SERVICES DIRECTOR SIGNATURE: 

DATE: 8/1/23

SUPERVISORS RECOMMENDATION AND COMMENTS: _____

SUPERVISOR SIGNATURE See next page

DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE 

DATE: 8/1/23

BOARD ACTION:

APPROVED: _____

DISAPPROVED: _____

DATE: _____



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BUSINESS SERVICES DIRECTOR SIGNATURE: _____ DATE: _____

SUPERVISORS RECOMMENDATION AND COMMENTS: _____

SUPERVISOR SIGNATURE: *[Signature]* DATE: 8-7-23

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS: _____

SUPERINTENDENT/DESIGNEE SIGNATURE _____ DATE: _____

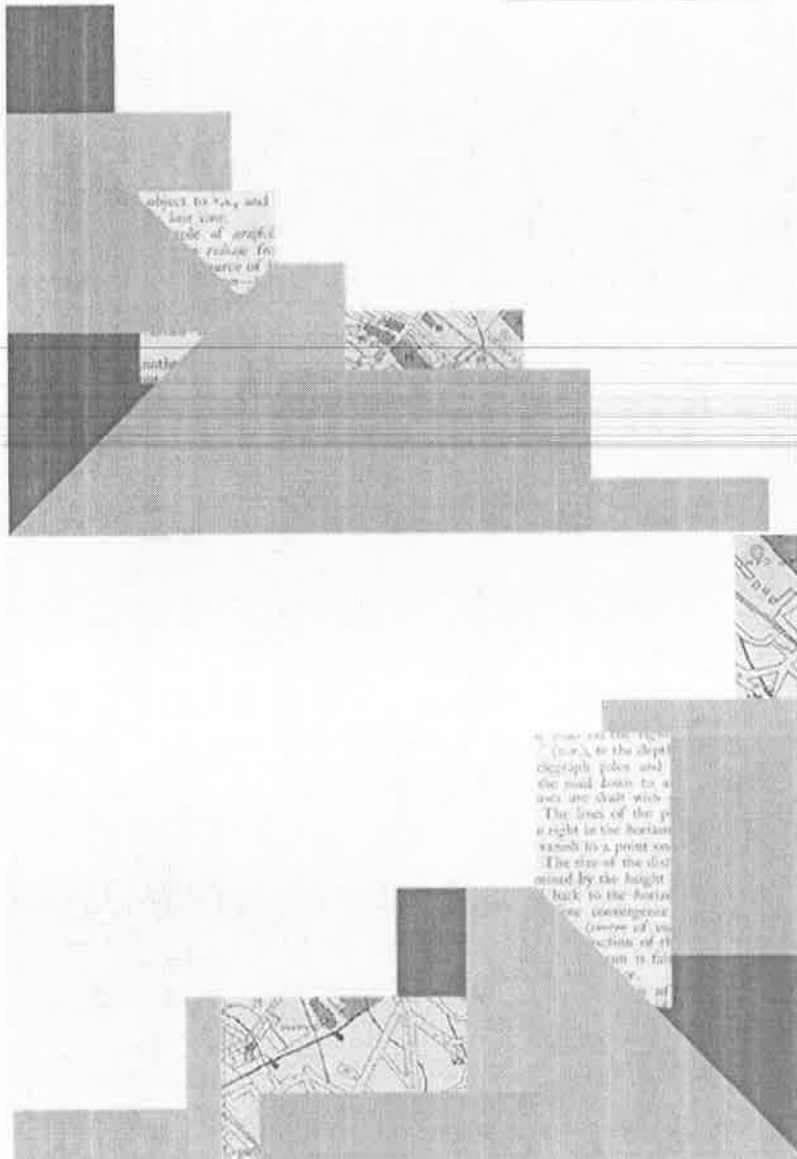
BOARD ACTION: APPROVED: _____ DISAPPROVED: _____ DATE: _____

TEACHING LEARNING COACHING CONFERENCE 2023

OCTOBER 16-18

ORLANDO, FL

[REGISTER TODAY](#)



Conference Agenda Overview

Main Event (Oct. 17-18)

7 AM

Breakfast

8:30 AM

Keynote

10 AM

Breakout Session

11:30 AM

Lunch

12:30 PM

Keynote

1:45 PM

Breakout Session

3:15 PM

Keynote



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NAME: Michael Lopes

DATE: August 18, 2023

DEPT/BUILDING DO

PURPOSE: 2023 Leadership Circle Summit

TRAVEL DETAILS:

DESTINATION : Atlanta, GA

DATES: October 17-20, 2023

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline	\$818.00
LODGING	The Hotel at Avalon Alpharetta Conference Center Hotel is included in the registration	0
PER DIEM	The conference provides meals October 17- Breakfast, Lunch \$37 October 20-Dinner \$37	\$ 74.00
REGISTRATION	Registration - Hotel Included	\$ 3,000.00
OTHER	Transportation Uber, Lyft or Taxi \$67.00 one way	\$ 130.00
TOTAL		\$ 4,022.00

BUDGET SOURCE(S) NAME:

Travel Budget Code

Amount

Superintendent General Fund

Total

\$4,022.00

BUSINESS SERVICES DIRECTOR SIGNATURE: _____ DATE: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE [Signature] DATE: 8/18/23

BOARD ACTION: _____ APPROVED _____ DISAPPROVED DATE: _____

Event Details

Invitation Only

(Only 50 spaces available)

Event starts Wednesday, October 18
and ends Friday, October 20

Cognia Corporate Office
Alpharetta, GA

Members-only invitation



the country to share solutions to complex problems, develop lasting relationships, and establish critical professional networks that best support your work. This is your chance for collaborative work while enjoying vibrant Alpharetta.

This invitation extends exclusively to Cognia's Leadership Circle members, ready to lean in, engage, and collaborate. Participants must be prepared to get and give support as we will be addressing real-world challenges and seeking pragmatic solutions with each other and our distinguished experts: John C. Maxwell, Dr. Tim Elmore, and Dr. Mark Elgart. Due to the nature of the summit, the number of participants will be limited to ensure participants are meaningfully engaged with each other.

Our approach: Circles are better than rows

In this fast-changing environment, school district leaders can no longer rely on the past as they seek solutions for today and plan for tomorrow. Impactful leaders must engage differently than the opportunities afforded to them in traditional “sit-and-get” conferences predicated on primarily receiving information. We believe in “circling up” by bringing the best thought leaders together in a comfortable setting. We use innovative protocols that create opportunities to discuss emerging challenges and share solutions. During the Summit, Cognia Sr. Vice President of Leadership Development Dr. Jeff Rose will guide you through Solution Circles, Think Tanks, and Triad Groups while you also enjoy unstructured professional and social networking with peers.

Turn your work into a get-away

October is a beautiful time to experience all that Alpharetta has to offer. Bring a companion and extend your trip for a fun-filled, long weekend. The first two nights' accommodation is included in the registration fee. Participants are responsible for extended stay hotel expenses.

[Home](#)[Event Details](#)[Schedule](#)[Invited Experts](#)[Accommodations](#)[Explore Alpharetta](#)[About Leadership Circle](#)[Register Now!](#)[Contact Us](#)[Leadership Circle Summit](#)[October 18, 2023 - October 20, 2023](#)

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NAME: Andre Goodlow & Jayson Smith

DATE: August 15, 2023 DEPT/BUILDING DO

PURPOSE: 2023 Synergy Connect Conference

TRAVEL DETAILS: DESTINATION : Orlando, FL
 DATES: November 1-3, 2023

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline 501.00 x 2	\$1,002.00
LODGING	Gaylord Palms Resort and Convention Center \$229.00 x 2 days x 2 people (without tax)	\$916.00 without tax
PER DIEM	Conference provides Nov 2 & 3 -Breakfast & Lunch November 1-Breakfast,Lunch,Dinner \$74.00 November 2-Dinner \$37.00 November 3-Dinner \$37.00 \$148.00 x 2	\$ 296.00
REGISTRATION	Early Registration \$895.00 x 2	\$ 1,790.00
OTHER	Transportation Taxi Round Trip \$65.00 one way	\$ 130.00
TOTAL		\$ 4,134.00

BUDGET SOURCE(S) NAME:	Travel Budget Code	Amount
Registration	100.2240.0244.100.330.000	\$1,790.00
Travel	100.2240.0342.100.330.000	\$2,344.00
	Total	\$4,134.00

BUSINESS SERVICES DIRECTOR SIGNATURE: _____ DATE: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 8/18/23

BOARD ACTION: _____ APPROVED _____ DISAPPROVED DATE: _____



CONFERENCE CATALOG

Orlando

**NOV
2-3**

2023 EDUPOINT USERS CONFERENCE
GAYLORD PALMS RESORT & CONVENTION CENTER





JOIN US AT SYNERGY CONNECT 2023

Please join Edupoint and more than 1,000 Synergy users for **Synergy CONNECT 2023 at the Gaylord Palms Resort & Convention Center in Orlando, Florida**. This annual event is your opportunity to connect with the products, trends, and people at the forefront of K-12 student data and learning management.

- 100+ breakout sessions with offerings for every level of Synergy experience
- 30 NEW sessions covering a wide range of user interests, including Curriculum & Instruction
- A dedicated Hands-On Track with intimate computer lab sessions for in-depth Synergy training
- Customer-led breakouts providing end-user perspectives on Synergy
- Previews of exciting new products, enhancements, and services
- The always-popular Connect Hub for scheduled one-on-one instruction and Q&A with Edupoint solution experts
- Optional half-day pre-conference sessions on November 1 providing hands-on Synergy training



SYNERGY CONNECT 2023 HIGHLIGHTS

Informative Breakout Sessions – Our multi-track schedule of breakout sessions provides more than 100 options for deepening or refreshing your knowledge and discovering new things. Follow a single track related to your area of focus or explore sessions from many different tracks and gain firsthand knowledge about Synergy Education Platform features and functionality relevant to your role and your experience level. There's truly something for everyone!

CONNECT Hub for One-On-One Guidance – Conference attendees love CONNECT Hub!

It's your chance to speak with Edupoint subject matter experts and get answers to your questions about Synergy functionality pertinent to your district. CONNECT Hub is available at various times throughout the day, including breakfast and lunch breaks, so grab a plate and bring it with you!

Go Hands-On in Our Computer Lab – There's no better way to learn than by doing it yourself. Our Hands-On Tracks offer sessions in a lab setting with Synergy test environments provided by Edupoint, so you can follow along step-by-step.

Networking Opportunities – Every year, attendees tell us how valuable it is to "hear how other districts are doing things," which is why we build time into the schedule for you to network with your peers. Meet fellow Synergy users from across your state or across the country, and discover how they are using Synergy to streamline processes, improve data usage, and positively impact student success.

Partner Expo – Interact with trusted technology partners for demonstrations of solutions that seamlessly integrate with Synergy Education Platform.



WHY SHOULD YOU ATTEND?



BUILD YOUR SYNERGY SKILLS

Learn how to use Synergy features directly related to your role, find out about the latest Synergy features and upcoming functionality, and get more from your existing Synergy solution.

NETWORK AND EXPLORE NEW IDEAS WITH COLLEAGUES

Discover how others in your area utilize Synergy and learn from their experiences to boost your own skill set.

GET EXPERT HELP

Take advantage of CONNECT Hub for scheduled one-on-one instruction and Q&A with Edupoint subject matter experts. Bring your questions!

CONNECT WITH EDUPOINT EXECUTIVES

Mingle and network with Edupoint thought leaders throughout the conference. Ask questions, discuss future trends, or just say "hi."

WHO ATTENDED LAST YEAR?

Attendees from all areas of K-12 come to Synergy CONNECT

- SQL Database Analyst
- Technology Specialist
- Registrar
- Applications Support Analyst
- Special Education Administrator
- Coordinator of State & Federal Programs
- Director of Assessment
- SIS Coordinator
- Assistant Principal
- Database Administrator
- Secretary
- Director of Special Education
- Data Integrity Specialist
- System Support Specialist
- Technology Director

- SIS Supervisor
- Support Technician
- Programmer
- Office Manager
- Director of Instructional Technology
- Chief Technology Officer
- Information Technology Manager
- Counselor
- Principal
- Information Systems Specialist
- Senior Systems Administrator
- Teacher
- Digital Curriculum Specialist
- Instructional Support Coach
- Educational Technologist





CONFERENCE AGENDA

WEDNESDAY, NOVEMBER 1

Optional Pre-Conference Boot Camp Sessions

7:00 am - 8:00 am	Boot Camp Check In and Continental Breakfast
8:00 am - 11:30 am	AM Boot Camp Sessions
11:30 am - 12:30 pm	Boot Camp Lunch
12:30 pm - 4:00 pm	PM Boot Camp Sessions
4:00 pm - 8:00 pm	Attendee Registration Open

THURSDAY, NOVEMBER 2

General Conference, Day 1

7:30 am - 9:00 am	Conference Registration and Breakfast
8:00 am - 8:45 am	CONNECT Hub
9:15 am - 11:30 am	Opening General Session
11:30 am - 1:00 pm	Lunch
11:30 am - 1:00 pm	CONNECT Hub
1:00 pm - 2:10 pm	Breakout Session #1
2:20 pm - 3:30 pm	Breakout Session #2
3:30 pm - 4:00 pm	Refreshment Break
4:00 pm - 5:10 pm	Breakout Session #3
5:15 pm - 7:00 pm	Networking Reception with <i>LIVE Music!</i>

FRIDAY, NOVEMBER 3

General Conference, Day 2

7:30 am - 9:00 am	Breakfast
8:00 am - 3:20 pm	CONNECT Hub
9:00 am - 10:10 am	Breakout Session #4
10:20 am - 11:30 am	Breakout Session #5
11:30 am - 1:00 pm	Lunch
1:00 pm - 2:10 pm	Breakout Session #6
2:20 pm - 3:30 pm	Breakout Session #7
3:30 pm - 4:00 pm	Closing General Session

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Danielle Schneider

DATE: March 21-25, 2024

DEPT/BUILDING: Athletics/PHS

PURPOSE: Attend USA Dance Nationals in Anahelm, CA.

DISTRICT BENEFIT: We are seeking to expand the athletic experience for our dancers by attending a National competition. This competition will allow us to compete both team and solo routines to further expand the competitive experience athletes have through our program. Students will also have the opportunity to attend Disneyland as part of the experience. This will be the first time in school history that Parkrose Dance has competed in a National competition.

Notes:

- We have adequate fundraisers planned to cover the expenses not covered by Athletics.
- Team parents have given permission for their children to participate pending District approval.

TRAVEL DETAILS: 1. **DESTINATION:** Anaheim, California _____

2. **TRAVEL DATES:** March 21 – 25, 2024 _____

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
<ul style="list-style-type: none"> • Travel Package 	<ul style="list-style-type: none"> • Round trip coach airfare • Ground transportation to and from the airport • Four nights hotel accommodations • 4 breakfasts (at hotel) • 2 day Disneyland & CA Adventure Hopper Pass • two \$20 gift cards to be used in the Parks • 1 Group dinner 	<p>\$1,560 per student ✓</p> <p>\$1,980 per chaperone ✓</p> <p>Total: \$34,140.00 ✓</p>
<ul style="list-style-type: none"> • Bag Fees 	1 checked bag per student/chaperone @ \$25 each + 2 additional checked bags for costumes	\$550.00
<ul style="list-style-type: none"> • Additional Meals 	4 additional meals on competition days	\$1,600.00
<ul style="list-style-type: none"> • Registration Fees 	Entry fee for up to 5 team routines + 3 solos	\$3,300.00
<ul style="list-style-type: none"> • SUBSTITUTE 		N/A

• OTHER	Misc expenses	\$400.00
---------	---------------	----------

TOTAL: \$39,990.00

BUDGET SOURCE(S):

SOURCE	BUDGET CODE	AMOUNT
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER: Athletics Budget		\$3,300 (entry fees)
• OTHER: Dance ASB/Mt. Hood ASB		\$36,690 (all other expenses)

Business Director RD 7/18/23 TOTAL: \$39,990.00
Sharie Lewis CFO

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: Molly T. Oubhe

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

Miguel

BOARD ACTION:

NOT-REQUIRED ___ REQUIRED ___ 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: Danielle Schneider

DATE: July 3, 2022