

Parkrose School District #3

As Per Board Policy DLC/DLC-AR

Request for Extended Travel

NAME: Michael Lopes-Serrao


DATE: February 2, 2022 DEPT/BUILDING District Office

PURPOSE: Cognia - Leadership Circle Gathering

TRAVEL DETAILS: 1. DESTINATION: Mar 1-4, 2022
 2. DATES: Alpharetta, Georgia

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines	\$631.00
MEALS (PER DIEM)	Conference is providing: March 2 & 3 - Dinner <u>Mar 1 - Lc Dinner \$56.00</u> March 2-Breakfast & Lunch \$37.00 March 3-Breakfast & Lunch \$37.00 March 4-Breakfast & Lunch \$37.00	\$167.00
LODGING	The Hamilton Hotel Alpharetta, Georgia \$233.00 Night <u>without Tax</u>	\$699.00
REGISTRATION FEE		0
OTHER Transportation	Taxi or Uber \$60.00 one way \$120.00 Round Trip	\$120.00
TOTAL		\$1,617.00

BUDGET SOURCE(S): Superintendent General Fund Travel Budget Code 100.2321.0342.130.000.000 Amount \$1,617.00

BUSINESS SERVICES DIRECTOR SIGNATURE:  2/7/22

SUPERVISORS RECOMMENDATION AND COMMENTS:

 SUPERVISOR SIGNATURE _____ DATE _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:
Leading Ed Solutions Group - Superintendent National Group

 SUPERINTENDENT/DESIGNEE SIGNATURE Miguel DATE 2/22/22

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

SAVE THE DATE

cognia™

Join us for the

LEADERSHIP CIRCLE GATHERING

There is nothing wrong with a great **conference** but top education leaders need more than the traditional model. For this reason, Leadership Circle will offer what we will refer to as “**GATHERINGS.**” Gatherings will deliver focused and relevant content that will align to our taglines:

Don't lead alone.
and
Circles are better than rows.

Our first inaugural gathering will be unique. It will be **limited to those entities that were members at Leading Ed prior to Cognia.** This first team of members will gather to support one another and those attending will serve as an advisory about how to move forward as the world's best leadership support model for superintendents and executive team members. There is **ZERO COST** except for travel/lodging, and our group will be intentionally small.

Winter Gathering:
January 12–14, 2022

The Hamilton Hotel
Alpharetta, Georgia
Historic District

What to expect

- Format: 85% of the time in round-table discussions, leaders helping leaders with important day-to-day challenges
- Time for leaders to network with peers beyond their local environment

Who will attend

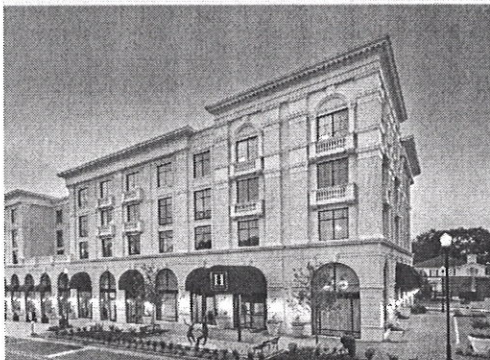
- Members at Leading Ed prior to Cognia **ONLY**
- Superintendents and members of their executive team
- Limited number of attendees

Schedule

- Travel day January 12
- Evening welcome reception January 12
- Gathering January 13–14 ending at 11:00 A.M. the 14th
- Hotel discount available through Sunday

Questions?

Email leadership.circle@cognia.org



Location

If you have not been to beautiful and trendy Alpharetta, Georgia, just wait! We have rooms blocked at The Hamilton, a stunning hotel in Alpharetta, GA with incredible restaurants and shopping right out the door.

- The Speakeasy level of The Hamilton
- The Hamilton gallery



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

Fwd: New Date Set!! Hope to see you...

1 message

Andrea Stevenson <andrea_stevenson@parkrose.k12.or.us>

Wed, Feb 2, 2022 at 10:49 AM

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

Susan, will you please draft an extended travel request for Michael to attend this event? If you need more information please email Terri.

Thanks

-Andrea

----- Forwarded message -----

From: **Terri Brooks** <Terri.Brooks@cognia.org>

Date: Wed, Jan 12, 2022 at 10:57 AM

Subject: New Date Set!! Hope to see you...

To: Terri Brooks <Terri.Brooks@cognia.org>

Hello, everyone! I'm going to make this brief. As you know, the January Gathering of the Advisory Team was postponed. The majority of the people indicated that **March 2-4** would be best for them so those are the dates we are now going with. As before, the only expense to you will be travel and hotel. We will provide everything else.

We will plan to have the same schedule that was put forth previously. There will be an informal reception the evening of the 2nd. Meetings will take place all day on the 3rd and Jeff will likely plan to take the group to dinner that evening. Meetings the morning of the 4th will end at 11:00. Hotel checkout is noon. We will use the same hotel. The link to register is on the attached flyer and we will have a block of rooms. Please give me until the first of next week to get the hotel arrangements locked in. My contact isn't always available.

The goals of the time together:

1. Members to support one another and tap the collective wisdom of the group on your list of 'hot-topics'
2. Circling-up as a team of advisors to discuss how our Leadership Circle can and will become the absolute best support model for educational leaders

You will learn a lot from each other, and we will learn from you. ***The accommodations will be great, we will meet in our beautiful headquarters, and we will treat you deservingly well.***

Please let me know whether or not you can attend. Again, we thank you for your leadership and understanding. You are fabulous and we value you!

Best,

Terri

Terri Brooks | Administrative Assistant
Cognia™
678.392.2285
terri.brooks@cognia.org



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 **Leadership Circle January Gathering (002).pdf**
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