

**Request for Extended Travel**

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

**NAME:** Debbie Ebert, Janet Johnstone, Judi Soloway, Tami Hess, Jacqueline Billings, Diane Larson, Erin Vice

**DATE:** May 9-11, 2011

**DEPT/BUILDING:** Russell

**PURPOSE:** Attend the International Reading Association National Convention in Orlando, FL to receive our Oregon Reading Association Exemplary Reading School Award. We have also been invited to present our strategies and success.

**DISTRICT BENEFIT:** This reading award is excellent publicity for our school district. The work all six schools are doing with literacy is evident and this award exemplifies that work for all of us.

**TRAVEL DETAILS:** 1. **DESTINATION:** Orlando, FL

2. **TRAVEL DATES:** Sun. May 8-Wed. May 11, 2011

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Approx. \$325 x 7	Approx. \$2275
• MEALS	Approx. \$200 x 7	Approx. \$1400
• LODGING	Approx. \$300 x 7	Approx. \$2100 for 3 nights
• REGIS/FEES	\$280 x 7	\$1960
• SUBSTITUTE	5 teachers will need a sub for Mon 5/9/11, Tues 5/10/11, Wed. 5/11/11 (on Wed. we will use only 1/2 day subs. Our support staff will help cover our classes for the first 10 minutes. We will have our subs come in from 9:00-1:00.	\$2500 Teachers are: Janet Johnstone, Tami Hess, Jacqueline Billings, Diane Larson (Erin Vice will trade days with her job share partner), Wanda Hennelly will cover Debbie & Judi's responsibilities.
• OTHER		

**TOTAL:** Approx. \$10,235

**BUDGET SOURCE(S):**

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:	1250 2240 64 0243	\$2500 for subs

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*mm 2/8/11*

		\$1960 for registration
• CONTRACT REQUIREMENT:		
• OTHER:	Employee's Pay	5775-

TOTAL: ~~\$4460~~ 10,235

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

Our staff knows this expense is not one the district can pay at this time. We are paying for our own flights, food and hotel. This is a once in a life time chance for our school to attend an International Reading Conference where we are being awarded the Oregon Reading Association's Exemplar Reading School. We will also be giving a short poster presentation to an international audience promoting the Parkrose School District and the great work we are all doing with literacy. The conference itself has an excellent reputation and our team will have an opportunity to attend a variety of literacy sessions directly related to our School Improvement Goals in reading and writing. We are using our Russell Workshop funds (already approved by that committee) to pay for the registration and subs.

SUPERVISOR SIGNATURE: Debbi A. Elbert

**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

OK K Gray

**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: Debbi A. Elbert

DATE: 2/8/11