

Request for Extended Travel

NAME: Kesia Micheletti

DATE: 4/11/11 DEPT/BUILDING Sped HS/Transition

PURPOSE: I have been awarded the James F. and Marion L Miller Teaching Award which granted me \$2,450.00, in order to attend the Council for Exceptional Children Convention and Expo in Denver, CO on April 11-14, 2012.

DISTRICT BENEFIT: By going to this event I will be able to collaborate on a national scale with colleagues that work with transition age students, as well as explore transition topics that may be new to Oregon's transition outlook. Since this is a fairly new topic for education in general, it is important to continue to grow through professional development opportunities such as this to learn new and better ways to help students with disabilities transition to adult hood.

As the district's Transition Coordinator, I plan to use these new skills and found information to develop new tools to use in designing and implementing transition planning at the high school level, as well as, for the adult program in my district. Furthermore, I will disseminate information received at the conference through staff trainings and district wide roundtables where, staff participate in a collaborative learning of topics to better them selves in their professional development. Finally, I chair a meeting for Transition Coordinators for nine districts, where we collaborate, share, discuss and implement new programs to help our students transition to adulthood and the information from this conference would be shared at this meeting.

TRAVEL DETAILS: 1. DESTINATION: Denver, CO

2. DATES: April 11-14, 2012

Handwritten signature and date: mcl 7/12/11

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airfare and to hotel	\$350.00
MEALS	Breadkfast, lunch, dinner for 4 days	\$200.00
LODGING	At Hotel where convention is being held	\$800.00
REGIS/FEES	4 day convention	\$500.00
SUBSTITUTE	3 days of substitute	\$600.00
OTHER		
TOTAL		\$2450.00

BUDGET SOURCE(S):

1. GENERAL FUND: Miller grant award2. WORKSHOP FUNDS: Miller grant award3. CONTRACT REQUIREMENT: yes

4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE

Ana A. Gonzales

SEND FORM TO SUPERINTENDENT/DESIGNEE:

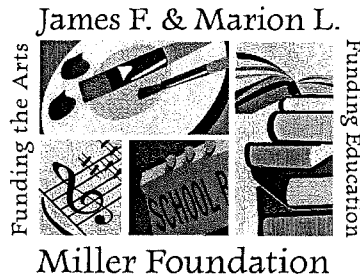
SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

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: W. M. Helms

DATE: 4/11/11



**The James F. and Marion L. Miller Foundation
Teacher Awards Grant Agreement
March 17, 2011**

Grant Award # 2011-050

Grantee: Kesia Micheletti

Grantee School: Parkrose High School

Amount of Grant: \$2,540.00

Date Granted: March 18, 2010

Report Due: February 28, 2011

GRANT REQUIREMENTS:

1. This grant is made with the understanding that grant funds will be expended for the stated purpose and in the manner described in the proposal materials provided to the Foundation
2. The grantee will abide by all provisions of this agreement and will keep adequate supporting records to document the expenditure of funds and the activities supported by these funds.
3. Application materials and the grant report may be used by the Foundation for public purposes to help other educators.

4. If an individual grantee leaves a school during the grant period, the Foundation should be notified. Unspent funds should not be used by another teacher without Foundation approval.
5. **The grantee is responsible for keeping all contact information current by promptly submitting to the Miller Foundation any changes in: name, address, phone number and email of grantee or any development that significant affects the ability of the grantee to complete the project.**
6. Any equipment or materials purchased under the grant will become the property of the school district in which the project takes place.

GRANT PAYMENT:

Payment for this grant will be made to the school (unless the district policy is for funds to be sent directly to the district). Please complete and return the Designation of Payee accompanying this agreement. **A copy of this agreement signed by the teacher and principal must be submitted in order to receive a grant payment. The Miller Foundation will issue grant payments as part of its Teacher Award Luncheon hosted in Portland April 23, 2011 at the Benson Hotel. All Grantees and Principals or school representatives are expected to attend this event.**

PROJECT/FINANCIAL REPORT

Enclosed with this agreement is a form with guidelines for the grantee's use in reporting on this project. The Grantee shall submit this form with the report to the Foundation as soon as the project is complete, but not later than February 28, 2012. If additional time is needed, please consult with Suzanna McKirdie, the Teacher Award Grants Manager, at the Foundation or by contacting her via email: suzanna@millerfound.org.

The grantee must include in this report an accounting of the income and expenditures of this project. Please report in a format consistent with the budget submitted at the time the grant was awarded. Occasionally, a representative of the foundation may contact the grantee to review grant activities and expenditures, and the grantee must be willing to make available to the Foundation, at a reasonable time, the financial records related to the activities support by this grant.

IRS STATUS

It is the understanding of the Foundation that the organization receiving the grant funds is tax-exempt as a public educational institution or a 501(c)(3) public charity.

If there is any change in the grantee's status or classification, the grantee must promptly notify the foundation. In the event of loss of tax-exempt status under Federal laws, any unspent funds must be returned to the Foundation.

PUBLICIZING THE GRANT

If the grantee wishes to publicize the grant, the Foundation encourages that. The Foundation would appreciate receiving copies of any coverage this grant received in newspapers, newsletters, or other publications. If cited in news report, the Foundation prefers to be recognized as the James F. and Marion L. Miller Foundation.

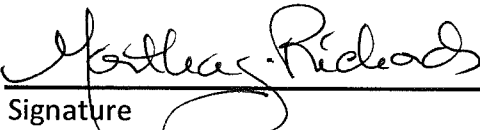
The Foundation updates grant awards on its website and may periodically send out press releases announcing recent grants made in specific locations.

The contact person on this grant project may be contacted by local newspapers or radio/television stations for more details regarding the project. If representatives of the grantee organization are interviewed for media coverage of the activities supported by this grant, the Foundation would appreciate the grantee citing the support of the Foundation.

AGREEMENT

If this document correctly sets forth your understanding of the terms of this grant, please countersign this agreement and return one copy to the Foundation:

By: James F. and Marion L. Miller Foundation
Martha Richards

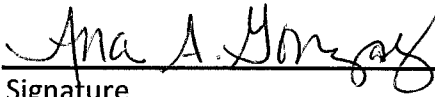

Signature
Executive Director

3.18.11

Date

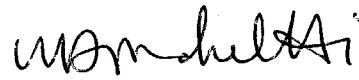
By: Parkrose High School
Ana Gonzalez

Print Name


Signature
Principal

4-5-11

Date


4-5-11

Designation to Payee:

Please indicate to whom we should make the check payable:

Remit to:

Parkrose High School
Name, Title

Parkrose High School
Organization

12003 NE Shawer St,
Street Address

Portland, OR 97220

City, State Zip

503-408-2600

Phone number including area code

ana_gonzalez@parkrose.k12.or.us

Email address, if available