

MINGUS UNION HIGH SCHOOL DISTRICT #4

TO: GOVERNING BOARD _____ Action
FROM: Gretchen Wesbrock _____ Discussion Item
DATE: May 16, 2014 _____ Information Item
SUBJ: REQUEST TO PLACE AN ITEM ON THE AGENDA

***SUPPORTING DATA (summarization, attachments, description, & etc.):**

I need to attend the annual NCEP GEAR UP Conference in Washington DC. This is a mandatory training that is budgeted for in the GEAR UP grant. The training/conference is July 21st through July 23rd

***SUMMARY OR RECOMMENDATION:**

Date of Agenda:

Agenda Item #:

ACTION TAKEN:

Date Approved/Adopted: _____

*Required information



Gretchen Wesbrock < gwesbrock@cocsd.k12.az.us >

NCCEP GEAR UP Annual Conference July 20 to 23 2014 Washington DC
3 messages

Stephen Randall Hart < Stephen.Hart@nau.edu > Wed, Apr 23, 2014 at 9:17 AM
To: "kwaddle@muhs.com" <kwaddle@muhs.com>, "gwesbrock@cocsd.k12.az.us" <gwesbrock@cocsd.k12.az.us>, "mburnett@cocsd.k12.az.us" <mburnett@cocsd.k12.az.us>
Cc: Judith Ann Wenning <Judith.Wenning@nau.edu>, John Michael Acedo Jr <John.Acedo@nau.edu>

Dear **Mingus Union High School District (MUHSD)** GEAR UP Partners:

This is an email note regarding the **NCCEP / GEAR UP Annual Conference, July 20-23, 2014, in Washington, DC** (more info attached). Per work plan task 6.6C, we planned/budgeted for one attendee from MUHSD.

6.6 GEAR UP Conferences	<p>A. The GEAR UP Coordinator, or other individuals designated by the Principals, will attend the NCCEP Annual GEAR UP Conference in San Francisco, July 14-17, 2013.</p> <p>B. The GEAR UP Coordinator will attend the GEAR UP West Conference in Portland Oregon, Sept. 30 –October 1, 2013.</p> <p>C. The GEAR UP Coordinator, or other individuals designated by the Principals, will attend the NCCEP Annual GEAR UP Conference in Washington D.C. in July 2014.</p>	B,C,D
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We anticipated that this attendee would be your GEAR UP Coordinator – Gretchen Wesbrock (an MUHSD employee). We encourage her to register for the conference and reserve her hotel room as soon as possible. Here are the links to click on to take care of that (in case it's helpful):

• **Registration (NCCEP):** <http://www.edpartnerships.org/conferences-training/events/2013/03/05/annual-conference> (click "Register Now" - the registration fee can be paid by credit card or check).

NOTE: Please do not register for the pre-conference "Thoughtshop" (Sunday 07/20/14 starting at 2:00 pm) or any of the post-conference sessions (Wednesday 07/23/14 starting at 1:15 pm). These are not necessary for Coordinators to attend, and, in some cases, are cost-bearing.

• **Hotel (Hilton Washington):** <https://aws.passkey.com/g/24127211> (use code **GUP** to ensure the reimbursement rate of \$242 per night + tax).

The MUHSD traveler should incur conference-related registration and travel costs according to MUHSD policies/procedures. After the trip, MUHSD should process a travel claim for the traveler per usual procedure. MUHSD will, in turn, request reimbursement from NAU, through the standard monthly GEAR UP financial packet reporting process.

Here are the specific conference-related travel expenses that NAU will reimburse MUHSD for after receiving the appropriate documentation through the standard monthly reporting process:

- YEAR 2 - Registration (\$810 rate for registering before 04/26/14 or \$860 rate for registering prior to 06/28/14)
- YEAR 2 - Air Fare (coach class ticket)
- YEAR 2 - Hotel Deposit (due upon reserving room, use code GUP to ensure GEAR UP rate of \$242 per night + tax for the conference hotel, Hilton Washington)
- YEAR 3 - Balance of Hotel Bill (due after staying in room, use code GUP to ensure GEAR UP rate of \$242 per night + tax for the conference hotel, Hilton Washington)
- YEAR 3 - Meals & Incidental Expenses (all meals during travel status, except those provided by the conference host, up to the applicable accounting manual limits)
- YEAR 3 - Other expenses (parking, transportation to and from airports/hotel, baggage handling, etc.)

As noted above, Registration, Air Fare, and Hotel Deposit costs should be incurred / requested for reimbursement from NAU GEAR UP in Year 2 (i.e. these are costs incurred prior to 06/30/14). Costs for the balance of the Hotel costs, Meals & Incidental Expenses, & Other expenses will be incurred / requested for reimbursement after 07/01/14, which is GEAR UP Year 3.


Please do not hesitate to contact me or GEAR UP Assistant Director Jan Wenning with any questions on this.

Thanks and regards,
Steve

Stephen R. Hart, Ed.D.

Assistant Director, Arizona GEAR UP | Northern Arizona University College of Education

15601 N. 28th Ave. #136 | Phoenix, AZ 85053 | (602) 776-4614 direct line | (602) 751-4839 cell | (602) 776-4619 fax

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Waddle, Kirk <kwaddle@muhs.com>

Wed, Apr 23, 2014 at 9:30 AM

To: Stephen Randall Hart <Stephen.Hart@nau.edu>, Gretchen Wesbrock <gwesbrock@cocsd.k12.az.us>

Stephen,

I think it would be helpful to Gretchen if the business manager (me) went to DC as well☺. I'm sure I could find the time.

Just kidding

Kirk

From: Stephen Randall Hart [mailto:Stephen.Hart@nau.edu]
Sent: Wednesday, April 23, 2014 9:17 AM
To: Waddle, Kirk; gwesbrock@cocsd.k12.az.us; mburnett@cocsd.k12.az.us
Cc: Judith Ann Wenning; John Michael Acedo Jr
Subject: [BULK] NCCEP GEAR UP Annual Conference July 20 to 23 2014 Washington DC
Importance: Low


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Waddle, Kirk <kwaddle@muhs.com>
To: Gretchen Wesbrock <gwesbrock@cocsd.k12.az.us>
Cc: "Heath, Alma" <aheath@muhs.com>

Wed, Apr 23, 2014 at 9:31 AM

Let us know if you need any assistance with this.

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