



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:** PHS Staff – 22 --- PrMS Staff – 13 --- Prescott Elementary Staff – 6 ---- Sacramento Elementary Staff – 6  
Shaver Elementary Staff – 6 ---- Russell Elementary Staff – 6 --- District Office Staff – 2 ---- Total Staff: 61

**DATE** February 18, 2020 **DEPT/BUILDING** District Office, Elementary, Middle School and High School

**PURPOSE:** 2020 AVID Summer Institute

**TRAVEL DETAILS:** 1. DESTINATION: San Francisco, CA  
2. DATES: August 2-5, 2020

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline \$204.00 x 61	\$ 12,444.00
LODGING	Hilton San Francisco Union Square \$265.00 x31 rooms x 3 day (without tax)	\$ 24,645.00
PER DIEM	Conference Provides: August 3 - Breakfast ----- Aug. 2 B,L,D \$66.00 -- Aug. 3: L,D \$50.00 Aug. 4:B,L,D \$66.00 -- Aug. 5: B,L,D \$66.00 ----- Total \$248.00 x 61 staff	\$ 15,128.00
REGISTRATION	Early Bird \$850.00 x 61	\$ 51,850.00
OTHER	Shuttle Service \$34.00 round trip x 61	\$ 2,074.00
TOTAL		\$ 106,141.00

**BUDGET SOURCE(S) NAME & TRAVEL BUDGET CODES**

School	Registration Fund	Travel Fund	Total
PHS	Nike (6 staff) M98 (11 staff) Title SL (5 staff)	Nike (6 staff) M98 (11 staff) Title SL (5 staff)	Reg. \$18,700.00 Travel \$19,437.00
PrMS	Title SL (6 staff) M98 (7 staff)	Title SL (6 staff) M98 (7 staff)	Reg. \$11,050.00 Travel \$11,883.00
Prescott	IV 19-20 (5 staff): Admin. PD (1 staff) 100.2240.0244.100.330.000	IV 10-20 (5 staff): Admin. PD (1staff) 100.2240.0342.100.330.000	Reg. \$5,100.00 Travel \$5,301.00
Russell	IV 19-20 (3 staff): Admin PD (1staff): 100.2240.0244.100.330.000 IIA Carryover (2 staff):215.2240.0641.100.330.136	IV 10-20 (3 staff): IIA (18-19) (2 staff): Carryover:215.2240.0342.100.330.136 Admin. PD (1 staff): 100.2240.0342.100.330.000	Reg. \$5,100.00 Travel \$5,301.00
Sacramento	IIA-Carryover (5 staff):215.2240.0641.100.330.136 Admin. PD (1 staff): 100.2240.0244.100.330.000	IIA (18-19) ( 5 staff) Carryover:215.2240.0342.100.330.136 Admin. PD (1 staff): 100.2240.0342.100.330.000	Reg. \$5,100.00 Travel \$5,301.00
Shaver	IIA-Carryover (5 staff): 215.2240.0641.100.330.136 Admin. PD: 100.2240.0244.100.330.000	IIA (18-19) (5 staff): 215.2240.0342.100.330.136 Admin. PD: 100.2240.0342.100.330.000	Reg. \$5,100.00 Travel \$5,301.00
District Office	IIA Carryover (2 staff): 215.2240.0641.100.330.136	IIA (18-19) (2 staff): 215.2240.0342.100.330.136	Reg. \$1,700.00 Travel \$1,767.00
		TOTAL	\$106,141.00

**BUSINESS SERVICES DIRECTOR SIGNATURE:**  **DATE:** 2/24/20

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 2/28/20

**BOARD ACTION:** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_ **DATE:** \_\_\_\_\_



Welcome, Susan Fox



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## 2020 AVID SUMMER INSTITUTE

[LOCATIONS](#) [STRANDS](#) [SCHEDULE](#) [FAQ](#)

[Registration](#)

Day 0	Day 1	Day 2	Day 3
<b>AVID Merchandise Sales</b> 2:00 - 5:00 pm	<b>Check-In</b> 6:30 - 8:00 am	<b>AVID Merchandise Sales</b> 9:30 am - 5:30 pm	<b>AVID Merchandise Sales</b> 7:00 - 10:00 am
<b>Check-in/Help &amp; Info</b> 2:00 - 5:00 pm	<b>AVID Merchandise Sales</b> 6:30 am - 3:30 pm	<b>Morning Coffee</b> 7:00 - 8:00 am	<b>Morning Coffee</b> 7:00 - 8:00 am
	<b>Help &amp; Info Desk</b> 6:30 am - 5:00 pm	<b>Help &amp; Info Desk</b> 7:00 am - 5:00 pm	<b>Help &amp; Info Desk</b> 7:00 am - 3:00 pm
	<b>Grab &amp; Go Breakfast</b> 7:00 - 8:00 am	<b>Strands</b> 8:00 - 9:30 am	<b>Strands</b> 8:00 - 9:30 am
	<b>Site Teams</b> 8:00 - 9:30 am	<b>Coffee Break</b> 9:30 - 10:00 am	<b>Coffee Break</b> 9:30 - 10:00 am
	<b>Coffee Break</b> 9:30 - 10:00 am	<b>Strands</b> 10:00 am - 12:00 pm	<b>Strands</b> 10:00 am - 12:00 pm
	<b>Strands</b> 10:00 am - 12:00 pm	<b>Lunch (on your own)</b> 12:00 - 1:15 pm	<b>Lunch (on your own)</b> 12:00 - 1:15 pm
	<b>Lunch (on your own)</b> 12:00 - 1:15 pm	<b>Site Teams</b> 1:15 pm - 3:30 pm	<b>Site Teams</b> 1:15 pm - 3:30 pm
	<b>Strands</b> 1:15 pm - 2:30 pm	<b>General Session</b> 4:00 - 5:00 pm	
	<b>Snack Break</b> 2:30 - 3:15 pm		
	<b>Strands</b> 3:15 pm - 5:00 pm		

### Dallas Summer Institute

Please note that Dallas Summer Institute has an alternate schedule.

Day 0	Day 1	Day 2	Day 3
<b>AVID Merchandise Sales</b> 2:00 - 5:00 pm	<b>Check-In</b> 6:30 - 8:00 am	<b>AVID Merchandise Sales</b> 9:30 am - 5:30 pm	<b>AVID Merchandise Sales</b> 7:00 - 10:00 am



## AVID SUMMER INSTITUTE

We're looking forward to seeing you at an AVID Summer Institute! These annual professional learning events are where AVID's partner schools come to experience the latest in AVID methodologies and strategies to successfully implement AVID and help all students become college and career ready. You will hear directly from students, alumni, and educators whose lives have been impacted by this work and leave Summer Institute excited to implement all you've learned on your campus.

### Registration

AVID Summer Institute registration opens on February 11 and will stay open as long as space is available. Seating is limited, so we recommend you register for your preferred



Summer Institute early to secure a spot in your desired strand. Early Bird pricing ends on May 1. Full details on pricing and registration are available on [MyAVID](#). If this will be your first AVID Summer Institute, please connect with the AVID leaders on your campus or in your district to discuss registration and Summer Institute plans.

## Accommodations

AVID has negotiated group rates for participants at hotels. The room reservation links are available on the Summer Institute city pages on [MyAVID](#). Participants who stay at contracted hotels will receive complimentary Wi-Fi in their guest rooms. It is the participant's responsibility to make, change or cancel hotel and airfare reservations. Hotel and airfare reservations do not guarantee registration for an event.

## Strand Offerings

We offer more than 50 strands for educators to choose from, covering a wide range of topics. To Explore the strand options that are the best fit for you and your team, review the new, searchable, interactive [AVID Summer Institute Strand Guide](#).

## Learn More About Your Summer Institute on MyAVID



Full details about each Summer Institute, including locations, schedule, accommodations, food, and things to do are available on [MyAVID](#). If you don't know your MyAVID login, contact our AVID Care Team at 1-833-284-3227 or [AVIDCare@avid.org](mailto:AVIDCare@avid.org).

**Dallas** | June 15-17

**San Diego 1** | June 22-24

**Orlando** | June 29-July 1

**Denver** | June 30-July 2

**Tampa** | July 7-9

**San Antonio** | July 8-10

**Anaheim** | July 15-17

**Seattle** | July 20-22

**Philadelphia** | July 22-24

**San Diego 2** | July 28-30

**Minneapolis** | July 29-31

**San Francisco** | August 3-5

*\*Dates and locations are subject to change.*

You may review the [cancellation policy](#) if needed. If you have questions, please contact the AVID Care team at

