

Request for Extended Travel

NAMES: Stacey Figgins, Annette Sweeney, Chris Gifford, Stephanie Tyler & Chris McMurray.

DATE: April 23, 2012 **DEPT/BUILDING** District Office/Parkrose Middle/Parkrose High

PURPOSE: 2012 Summer Institute – Opening Doors to Opportunity- Group of 5

DISTRICT BENEFIT: AVID Summer Institute provides professional development training for educational leaders from the Parkrose School District. These educators will learn the latest in AVID methodologies and strategies to successfully implement AVID in our schools. These educational leaders bring back knowledge and skills in best instructional practices that will be used in district professional development and implemented in schools.

TRAVEL DETAILS: 1. **DESTINATION:** Sacramento, CA

2. **DATES:** July 8-11, 2012

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline \$242.00 X 5	\$1,210.00
MEALS	Per Diem – July 8-11, 2012 Breakfast, Lunch, Dinner \$66.00 x 4 days x 5 people	\$1,320.00
LODGING	N/A	0
REGIS/FEEES	Early Bird Pricing \$669.00 (Deadline May 1, 2012) \$669.00 X 4 attending	\$2,676.00
SUBSTITUTE	N/A	\$0
OTHER	N/A	0
TOTAL		\$5,206.00

mr 4117112

BUDGET SOURCE(S):

1. GENERAL FUND: _____

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: Title IIA

230.2210.0641.100.350.000

SUPERVISORS RECOMMENDATION AND COMMENTS:

In the 2012-2013 school year, The Parkrose School District will be expanding AVID, Elementary through 12th grade. Next year, we will have 7 AVID elective secondary classes in the district and 4 AVID Elementary Schools. We have chosen the Sacramento, CA location to keep travel costs down. In addition, we are only taking key AVID teachers, instructional coaches and a few administrators.

SUPERVISOR SIGNATURE Yuk Montalvo

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

Approve - supports our mission of K-12
AVID for Parkrose.
K. Gray 4/18/12

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: _____

DATE: _____