

Request for Extended Travel

NAME: Whitney Alfrey-PMS, Elisa McClurkan-PMS, Nerissa Ediza-PHS, Stephanie Cromer-PHS, Mark Warner-PHS, PHS Male, MS to be named, Annette Sweeney-PMS, Molly Davis-PMS

DATE: December 3, 2010 **DEPT/BUILDING :** Parkrose Middle School & Parkrose High School

PURPOSE: AVID Summer Institute, Group of 5 Parkrose Middle School, Group of 4 Parkrose High School

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. A new strand this year in AVID Summer Institute will be professional development in Culturally Relevant Teaching.

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

2. **DATES:** July 11-15, 2011

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline \$205.40 X 9 people	\$1,848.60
MEALS	July 11-15 \$66.00 x 9 people x 4 days	\$2,376.00
LODGING	Hyatt Regency 179.00 without tax X 5 rooms x 4 nights	\$3,580.00
REGIS/FEES	\$649.00 x 9 people (Early Bird Registration)	\$5,841.00
SUBSTITUTE		\$0
OTHER	Supershuttle July 11-Van (7 people) \$50.00 July 11-Execucar (4 people) \$39.00 July 15-Van (7people) \$50.00 July 15-Execucar (4 people) \$39.00	\$178.00
TOTAL		\$13,823.60

BUDGET SOURCE(S):

~~1. GENERAL FUND:~~ Title IIA 51-79-2240-64

2. **WORKSHOP FUNDS:** _____

3. **CONTRACT REQUIREMENT:** _____

4. **OTHER:** _____

mm 2/16/11

SUPERVISORS RECOMMENDATION AND COMMENTS:

In the 2011-2012 school year, The Parkrose School District will be expanding AVID to the 6th and 12th grades to complete the secondary AVID articulation from 6th through the 12th grade. Next year, we will have 7 AVID elective classes in the district. We have chosen the Sacramento, CA location to keep travel costs down. In addition, we are only taking AVID elective teachers and a few key administrators.

SUPERVISOR SIGNATURE _____*Yuki Monteith***SEND FORM TO SUPERINTENDENT/DESIGNEE:****SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:***OK K Gray**In line w/ AVID Focus, Dist. wide Strategy***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:** _____