

# Central Unified School District Travel Request

NOTE:

Request No. TR-

This is not a Purchase Order Number.

Complete this form only if travel costs involve more than registration costs or travel exceeds 40 miles one way

1. Attach the following to this form along with requisitions when completed:

- A. Conference/Workshop Flyer or Agenda that describes the event.
- B. Completed Registration form for each Attendee.
- C. Guest Confirmation from Hotel/Motel, if there is a Requisition for lodging.
- D. Distance Chart measuring miles from work or home to either hotel/motel, or conference/workshop; as appropriate.

2. Complete Purchase Requisitions for each of the Travel Costs, as appropriate and record requisition numbers below.

Request Date	8/18/17		
Names and Sites of Travelers	Melissa Halsey / Central High School - East Campus		
Name of Conference or Workshop	2017 CTA Region 2 Leadership Conference		
Destination City and State	Reno, NV		
Departure Date and Time	10/26/2017 @ 7AM	Conference Start Date and Time	10/27/2017 @ 9AM
Return Date and Time	10/29/2017 @ 10PM	Conference End Date and Time	10/29/2017 @ 11:30AM
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	10/27 D, 10/28 BL, 10/29 L		
Substitute Required?	Yes	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	
Purpose of Conference/Workshop	Professional Development regarding student rights; leadership; equity; SpEd; School Safety; assessment		
If applicable, is workshop/conference NCLB compliant for Title I or Title V?	NO	If applicable, is this a required training that will be beneficial to the district and/or in line with program mandates for categorical funding (AR (3460)?	NO

  

Travel Cost	Amount	Purchase Requisition Numbers
Registration	\$225.00	Registration Fee R-
Lodging	\$291.00	Lodging R-
Transportation - Non-Personal Vehicle		Mileage/Meals R-
Meals	\$161.00	R-
Transportation - Personal Vehicle		R-
Other Cost		R-
Total Travel Costs	\$ 677.00 -	R-

Meals      Condition

Breakfast -If travel begins on or before 7:00 am  
 Lunch -If travel begins on or before 11:00 am  
 Dinner -If travel begins on or before 7:00 pm

**\*\*Meal Rates Determined By CSEA and CUTA Agreements**

Site Approval

Superintendent Signature or Cabinet Member

**\*\*Board Approval is required for all out of state travel\*\*\***

updated 12/14/16

# CTA Region 2 Leadership Conference

## October 27, 28 & 29, 2017

### TENTATIVE PROGRAM OVERVIEW



#### Pre-Conference Sessions

##### Friday, October 27

8:00 a.m. – 4:00 p.m.	Treasurers Workshop
8:00 a.m. – 5:00 p.m.	Emerging Leaders Training
9:00 a.m. – 4:00 p.m.	Local Chapter Human Rights Contacts Training
2:30 p.m. – 5:30 p.m.	Presidents Meeting with CTA Executive Officers

---

##### Friday, October 27

4:00 p.m. – 10:00 p.m.	Registration – <b>CTA REGISTRATION DESK – GRAND SALON</b>
4:00 p.m. – 8:30 p.m.	Exhibitors
6:00 p.m. – 10:00 p.m.	Dinner – Private CTA Buffet
7:00 p.m. – 7:30 p.m.	First-Time Participants Orientation Session

##### Saturday, October 28

7:00 a.m. – 5:00 p.m.	Registration Continues – <b>CTA REGISTRATION DESK – GRAND SALON</b>
7:00 a.m. – 8:30 a.m.	Breakfast Buffet
7:30 a.m. – 8:10 a.m.	CTA Budget Forum
8:30 a.m. – 10:00 a.m.	Elective Sessions
10:00 a.m. – 3:00 p.m.	Exhibitors
10:00 a.m. – 10:15 a.m.	Refreshment Break
10:15 a.m. – 11:15 a.m.	Service Center Council Sessions
11:30 a.m. – 12:45 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Elective Sessions
2:30 p.m. – 2:45 p.m.	Refreshment Break
2:45 p.m. – 4:15 p.m.	Elective Sessions
4:25 p.m. – 5:00 p.m.	Minority Caucus Meetings
4:25 p.m. – 5:00 p.m.	NEA Resolutions Hearing
5:00 p.m. – 6:00 p.m.	CTA Region 2 Reception

#### **DINNER (ON YOUR OWN) – EVENING FREE**

##### Sunday, October 29

7:30 a.m. – 11:30 a.m.	Registration Continues – <b>CTA REGISTRATION DESK – GRAND SALON</b>
7:30 a.m. – 8:30 a.m.	Continental Breakfast
8:30 a.m. – 10:00 a.m.	Elective Sessions
10:00 a.m. – 11:30 a.m.	Brunch & General Session

#### **DRAWING & ADJOURNMENT**



**Region 2's Spooktacular  
Leadership Conference  
October 27, 28, & 29, 2017  
Grand Sierra Resort  
Reno, Nevada**



**2017 CTA Region 2 Leadership Conference**

Friday, October 27, 2017 4:00 PM (2017-10-27T16:00-06:00) - Sunday, October 29, 2017 11:30 AM (2017-10-29T11:30-06:00) (Pacific Time)

**Grand Sierra Resort**

2500 E 2nd Street  
Reno, Nevada 89502  
United States  
[Event Details](#)

**Member/Participant Questions**

**CTA/NEA Board Questions**

**Minority Incentive Grant Questions**

**Presidents Meeting Questions**

Karen Boll  
916.288.4949  
[kboll@cta.org](mailto:kboll@cta.org)

**CTA Staff/Presenter Questions**

**Treasurers Workshop Questions**

Julie Nissen  
916.288.4952  
[jnissen@cta.org](mailto:jnissen@cta.org)

# Central Unified School District

## Travel Request

NOTE:

Request No. **TR-**

This is not a Purchase Order Number.

Complete this form only if travel costs involve more than registration costs or travel exceeds 40 miles one way

1. Attach the following to this form along with requisitions when completed:

- A. Conference/Workshop Flyer or Agenda that describes the event.
- B. Completed Registration form for each Attendee.
- C. Guest Confirmation from Hotel/Motel, if there is a Requisition for lodging.
- D. Distance Chart measuring miles from work or home to either hotel/motel, or conference/workshop; as appropriate.

2. Complete Purchase Requisitions for each of the Travel Costs, as appropriate and record requisition numbers below.

Request Date	<i>September 18, 2017</i> <del>August 25, 2017</del>		
Names and Sites of Travelers	Vanessa Knight - Herndon Barstow Elementary School		
Name of Conference or Workshop	CTA Emerging Leaders Conference		
Destination City and State	Reno, NV		
Departure Date and Time	10/26/2017-		Conference Start Date and Time 10/27/2017- 8am
Return Date and Time	10/29/2017-8pm		Conference End Date and Time 10/29/2017- 12pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	10/27- BLD, 10/28- BL, 10/29, B		
Substitute Required?	Yes	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	
Purpose of Conference/Workshop			
If applicable, is workshop/conference NCLB compliant for Title I or Title V?	NO	If applicable, is this a required training that will be beneficial to the district and/or in line with program mandates for categorical funding (AR (3460)?	NO

  

<table> <tr> <th>Travel Cost</th> <th>Amount</th> </tr> <tr> <td>Registration</td> <td><i>Covered</i></td> </tr> <tr> <td>Lodging</td> <td><i>Covered</i></td> </tr> <tr> <td>Transportation - Non-Personal Vehicle</td> <td>\$102.00 Amtrak</td> </tr> <tr> <td>Meals</td> <td></td> </tr> <tr> <td>Transportation - Personal Vehicle</td> <td></td> </tr> <tr> <td>Other Cost</td> <td></td> </tr> <tr> <td>Total Travel Costs</td> <td>\$ 0.00 -</td> </tr> </table>	Travel Cost	Amount	Registration	<i>Covered</i>	Lodging	<i>Covered</i>	Transportation - Non-Personal Vehicle	\$102.00 Amtrak	Meals		Transportation - Personal Vehicle		Other Cost		Total Travel Costs	\$ 0.00 -	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Purchase Requisition Numbers</th> </tr> <tr> <td>Registration Fee</td> <td>R-</td> </tr> <tr> <td>Lodging</td> <td>R-</td> </tr> <tr> <td>Mileage/Meals</td> <td>R-</td> </tr> <tr> <td></td> <td>R-</td> </tr> <tr> <td></td> <td>R-</td> </tr> <tr> <td></td> <td>R-</td> </tr> <tr> <td></td> <td>R-</td> </tr> </table>	Purchase Requisition Numbers		Registration Fee	R-	Lodging	R-	Mileage/Meals	R-		R-		R-		R-		R-
Travel Cost	Amount																																
Registration	<i>Covered</i>																																
Lodging	<i>Covered</i>																																
Transportation - Non-Personal Vehicle	\$102.00 Amtrak																																
Meals																																	
Transportation - Personal Vehicle																																	
Other Cost																																	
Total Travel Costs	\$ 0.00 -																																
Purchase Requisition Numbers																																	
Registration Fee	R-																																
Lodging	R-																																
Mileage/Meals	R-																																
	R-																																
	R-																																
	R-																																
	R-																																

Meals	Condition
-------	-----------

Breakfast	-If travel begins on or before 7:00 am
Lunch	-If travel begins on or before 11:00 am
Dinner	-If travel begins on or before 7:00 pm

**\*\*Meal Rates Determined By CSEA and CUTA Agreements**

*[Signature]*  
Site Approval

\_\_\_\_\_  
Superintendent Signature or Cabinet Member

**\*\*Board Approval is required for all out of state travel\*\***



**CALIFORNIA  
TEACHERS  
ASSOCIATION**

**REGION II**

4100 Truxel Road, Sacramento, CA 95834-3757  
phone 916.288.4900 // fax 916.288.4910

September 15, 2017

**2017 Emerging Leaders Training Program Confirmation**

Dear Ms. Knight:

This letter is to confirm your participation in the Emerging Leaders Training Program and the Region 2 Leadership Conference at the Grand Sierra Resort and Casino on October 27-29, 2017. Your Emerging Leaders Training, Leadership Conference and hotel registration have been made for you. Your association should **not** register you. Thursday and Saturday night dinners and transportation costs are at your own expense and will not be reimbursed by CTA.

A full breakfast is provided Friday, October 27, starting at 8:00 a.m. in the **Carson 1 Room**. Training will commence in the same room at 8:15 a.m. and conclude at 5:00 p.m. *Please bring a jacket or sweater to the session due to the difficulty maintaining a comfortable temperature for all participants.*

For your convenience, enclosures, such as the tentative agendas, are attached. You can also refer to the following website: <http://www.ctaregion2.org/Leadership/>. Also included is a copy of the letter to request your release time for Friday, October 27, 2017. **The letter has already been submitted to your school district.**

The resort is located at 2500 E. Second Street, Reno, NV 89595. The Grand Sierra Resort and Casino's website is <http://www.grandsierraresort.com/> and phone is (800) 501-2651.

**Please note: cancellation of your attendance is required.** If notice is not received you will be responsible for the conference registration fee costs, which cover materials and meals. **The deadline for cancellation is 5:00 p.m. on October 20, 2017.**

If you have any questions regarding the Emerging Leaders Training Program or the Region 2 Leadership Conference, please contact Tina Cochran as soon as possible. She can be reached at (916) 288-4941 or [tc Cochran@cta.org](mailto:tc Cochran@cta.org) through October 24, 2017. If you need to contact someone regarding the program after October 24<sup>th</sup>, please call Bob Yates at (916) 847-3830 and leave a detailed message.

We look forward to seeing you.

Sincerely,

Bob Yates  
Regional UniServ Staff – Organizer

BY/tkc

Enclosures: Copy of Release Letter  
Emerging Leaders – Tentative Agenda  
Leadership Conference – Tentative Sessions  
Letter – Why Reno, Nevada



**CALIFORNIA  
TEACHERS  
ASSOCIATION**

**REGION II**

4100 Truxel Road, Sacramento, CA 95834-3757  
phone 916.288.4900 // fax 916.288.4910

September 7, 2017

Jack Kelejian, Assistant Superintendent, Human Resources  
Central Unified School District  
4605 N. Polk Ave  
Fresno, CA 93722

Dear Kelejian:

The California Teachers Association requests the release of Vanessa Knight from counseling/teaching duties on Friday, October 27, 2017, to participate in the "Region 2 Emerging Leaders Training Program."

CTA will reimburse the district upon receipt of an invoice sent to Mary McNulty, CTA Region 2 Supervisor, 4100 Truxel Road, Sacramento, CA 95834. Please attach a copy of this letter with your invoice to CTA.

If you have any questions, please contact Tina Cochran at [tcochran@cta.org](mailto:tcochran@cta.org) or 916.288.4941.

Sincerely,

David Goldberg  
CTA Secretary-Treasurer

DG/tkc

Cc: Vanessa Knight, CTA Member  
David Goldberg, CTA Secretary-Treasurer  
Gail Gregorio, Assistant Executive Director, Region 2  
Mary McNulty, Supervisor, Region 2  
Bobby Yates, Regional UniServ Staff – Organizer  
Cleo Zhang, Accounting

## REGION 2 EMERGING LEADERS TRAINING PROGRAM AGENDA

FRIDAY – OCTOBER 27, 2017

8:00 a.m.

Breakfast in **Carson 1** room

Introductions & Overview of Emerging Leaders Program

*Lisa Edelheit, Regional UniServ Staff*

*Bobby Yates, Regional UniServ Staff - Organizer*

Inspiration 101

*Dan Koen, Regional UniServ Staff*

Break

Institute for Teaching: Supporting Teacher-Driven Change

*Dick Gale, IFT Program Manager*

*Anita Benitas, IFT Program Consultant*

Communications

*Cyndi Menzel, Communications Consultant*

12:00 p.m.

Lunch

Conversation with CTA Leaders

Union Leadership in Teaching and Learning

*Jane Robb, Regional UniServ Staff – IPD*

Break

CTA Politics

*Susan Savage, Regional UniServ Staff – Political Organizer*

Legal Rights of Teachers

*Ernie Tuttle, CTA GLS Attorney*

5:00 p.m.

Leadership Conference Housekeeping Issues

Dinner–Private CTA Buffet starts at 6:00 p.m. in the **Reno Ballroom**

(Note: Dinner ends at 10:00 p.m.)