

April 15, 2024

To: Bishop Mark Tolbert, Chairman BOE  
LATCA Board of Education

From: Dr. Donnie Mitchell, Superintendent

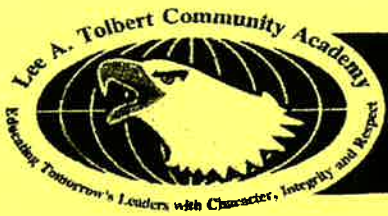
Re: Approval for employee travel

The request is for TaJaree Berry, Jacqueline Spencer and Dawnisha Douglass (Title1, 4<sup>th</sup> and 3<sup>rd</sup> grade teacher respectively) to attend the National Council of Teachers of Math Conference in New Orleans, LA on June 17-19, 2024.

This conference will connect math and literacy, two areas our school working to improve on academically. This has been approved/sanctioned by Dr. Patricia Hayes (principal). Being that Dr. Hayes has approved/sanctioned this, I approve and sanction as well and am seeking BOE approval.

Registration Fee	\$385 X 3	\$1155.00
Lodging (3 nights each)	\$551.30 X 3	\$1653.90
Airfare	\$377.96 X 3	\$1133.88
Food per diem	\$150 X 2	\$450.00
Total		\$4392.18

\*\*Per Dr. Hayes, the trip would be covered by PD funds that have to be used that are allocated for professional learning. This would not be new monies from our school budget



# Lee A. Tolbert Community Academy

**Instructions:** When planning to attend a professional development event, please fill out this form completely. That includes attaching all information regarding the event you wish to attend to this document.

This form must be submitted for approval at least one month before the event.

Name: TaJaree Berry Position: Title I Lead

Professional Development Event: NCTE - NCTM Interconnectedness of Math and Literacy

Location: Hyatt Regency - New Orleans City: New Orleans State: LA

Date(s): June 17-19, 2024 Time(s): Mon: 10am-6pm  
Tues: 8am-5pm  
Wed: 8am-5pm

Why is this event pertinent to your professional growth? To learn how to efficiently teach math and ELA together to support Title I students.

Costs:

Registration fee? \$385. (Attach registration details and event information)

How to send the registration fee: online - nctm.org

Meal per diem needed? \_\_\_\_\_

(Meal per diem is required for PD Events more than 50 miles from the school)

If yes, how much? Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Hotel needed? \_\_\_\_\_ e: \_\_\_\_\_

Number of nights \_\_\_\_\_

Mileage reimbursement? \_\_\_\_\_ If yes, how many miles? \_\_\_\_\_  
(miles are calculated from home to school address)

Airline tickets needed? Yes If yes, Departure/Return date? 6-16-24 / 6-20-24

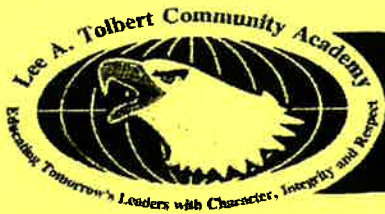
Requesting Signature: TaJaree Berry Date: 2-12-2024

Submit this form to Principal to begin your approval process.

Fed. Prog.'s Initials : \_\_\_\_\_ Principal's Initials: \_\_\_\_\_ Superintendent's Initials: \_\_\_\_\_

**Upon receiving a signed form for approval please complete your PTO form.**

*Get Board Approval  
+ Dr. Mitchell's Signature*



# Lee A. Tolbert Community Academy

111 Peachtree Street, N.E., Atlanta, GA 30309

**Instructions:** When planning to attend a professional development event, please fill out this form completely. That includes attaching all information regarding the event you wish to attend to this document.

This form must be submitted for approval at least one month before the event.

Name: Dawnisha Douglas Position: 3<sup>rd</sup> Grade Teacher

Professional Development Event: NCTE-NCTM - Interconnectedness of math + Literacy

Location: Hyatt Regency New Orleans City: New Orleans State: LA

Date(s): June 17-19-2024 Time(s): 10:30<sup>am</sup> - 6:00<sup>pm</sup>

Why is this event pertinent to your professional growth? To learn how to efficiently teach math + ELA together to increase 3<sup>rd</sup> grade test scores

Costs: 385 (Attach registration details and event information)

How to send the registration fee: Online - nctm.org

Meal per diem needed? \_\_\_\_\_

(Meal per diems are issued only for PD Events more than 50 miles from the school)

If yes, how many meals needed? Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Hotel needed? yes Hotel Name: \_\_\_\_\_

Number of nights? \_\_\_\_\_

Mileage reimbursement needed? \_\_\_\_\_ If yes, how many miles? \_\_\_\_\_  
(miles are calculated from the school address)

Airline tickets needed? \_\_\_\_\_ If yes, Departure/Return date? 6-16-24 / 6-20-24

Requesting Signature: Dawnisha Douglas Date: 2-12-24

Submit this form to Principal to begin your approval process.

Fed. Prog.'s Initials : \_\_\_\_\_ Principal's Initials: \_\_\_\_\_ Superintendent's Initials: \_\_\_\_\_

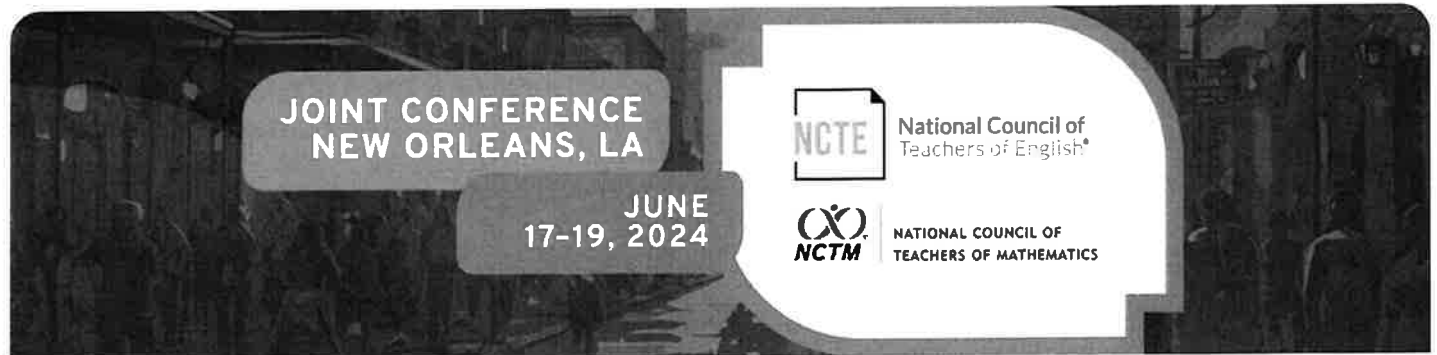
**Upon receiving a signed form for approval please complete your PTO form.**

92354





2-12-24

This PD will be very beneficial to not only 3<sup>rd</sup> grade but the school in it's entirety. Amplify reading will be presenting on how to interconnect Math w/ there reading curriculum. I would NOT only gain a wealth of knowledge but will be able to bring the info back for the entire school. With amplify requiring so much time it would teach us how to make the best use of our time.

Ms. Douglas



(<https://www.nctm.org/ncte-nctm2024/>)

-  **Personal Information**  
Step 1/4 ✓
-  **Registration**  
Step 2/4 ✓
-  **Payment**  
Step 3/4 !
-  **Registration Confirmation**  
Step 4/4 !

## Payment

Registration Fee - Non-member -	\$385.00
Optional Events/Donations/Purchases (see below)	\$0.00
<b>Total Amount Due</b>	<b>\$385.00</b>
Total Amount Paid	\$0.00
<b>Balance</b>	<b>\$385.00</b>

[View Payment & Cancellation Policies](#)

Total Due: Joint Conference for Elementary Literacy and Mathematics \$385.00

I'd like to pay by:

- Credit Card
- Paying by Purchase Order
- Paying by Check

RETURN TO PORTAL PAGE

PAY NOW



**OFFICIAL VENDOR-REGISTRATION**

**Dawnisha Douglas**

**PERSONAL INFORMATION**

First Name	Dawnisha
Last Name	Douglas
Institution/School Name/Company	

## **About The Event**

The National Council of Teachers of English (NCTE) and National Council of Teachers of Mathematics (NCTM) are pleased to announce the creation of a Joint Conference on K-5/Elementary Literacy and Mathematics.

The NCTE-NCTM Joint Conference will provide elementary teachers and leaders with the opportunity to develop their skills in mathematics and language arts as well as engage in teaching practices and strategies that support connected learning and engagement in both domains.

## **When**

June 17-19, 2024

601 Loyola Ave  
New Orleans, LA

# Schedule

Day 1 Day 2 Day 3

*Monday, June 17, 2024*

10:30 AM–6:00 PM CT

**Registration**

1:00–2:00 PM CT

**General Session**

2:30–5:00 PM CT

**Concurrent Sessions**

5:00–6:30 PM CT

**Attendee Networking Event**

*\*schedule subject to change.*

CONFERENCE STRANDS



# Rates

INDIVIDUAL  
REGISTRATION

GROUP  
REGISTRATION

	<b>Early Bird Registration by May 1, 2024</b>	<b>Regular Registration by June 16, 2024</b>	<b>Onsite Registration June 17-19, 2024</b>
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## NCTM Member Registration Fees

Membership renewal not included.

NCTM Member Registration	\$285	\$356	\$445
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NCTM Emeritus & Life Members	\$143	\$178	\$223
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NCTM Student Members	\$143	\$178	\$223
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## NCTE Member Registration Fees

Membership renewal not included.

NCTE Member Registration	\$285	\$356	\$445
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NCTE Emeritus & Life Member	\$143	\$178	\$223
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	<b>by May 1, 2024</b>	<b>by June 16, 2024</b>	<b>June 17-19, 2024</b>
NCTE Student Member	\$143	\$178	\$223

### **Group Registration**

Rates are per registrant, for registering groups of 5 or more.

Group Full Registration (5+)	\$327	\$387	\$463
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### **Non-Member Individual Registration**

Non- Member Full Registration	\$385	\$445	\$545
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## **Sponsors**

**THANK YOU TO OUR SPONSORS:**

**GOLD**

Amplify.

## SILVER



### Sponsorships

To learn more about sponsorship opportunities:

Christina Kardon

410-584-1972

[christina.kardon@wearemci.com](mailto:christina.kardon@wearemci.com)

*Updated as of February 5, 2024*

## Stay Informed

Enter your information below to start receiving communications about the NCTE-NCTM Joint Conference on Elementary Literacy and Mathematics.

**FIRST NAME \***



# TownePlace Suites New Orleans Downtown/Canal Street

📍 📞 ★ 4.2 (675)

## Complete Your Booking



### Larger Studio, 1 King

[Room  
Details](#)

Sun, Jun 16, 2024 - Thu, Jun  
20, 2024

1 Room, 1 Adult

[Govt/military Rate](#)

← [Edit Stay Details](#)

Feedback

**Room Requests and Accessibility** ▼  
Please note Room 1: Identification required for rate eligibility upon check-in, Non-commissionable rate

**Summary of Charges** ▼ **551.30**  
USD Total

STAY DATES  
**Sun, Jun 16,  
2024 -  
Thu, Jun 20,  
2024**

TOTAL FOR  
STAY  
**551.30** USD



Room(s) held  
for 13:41

[Book  
Now](#)

# Trip & Price Details

Price Payment Confirmation

## ✈ Flight [Modify](#)

✈ Sun 6/16	# 3796 / 1071	<b>MCI</b> → <b>MSY</b>	5 hr 25 min	1 stop ✈	Wanna Get Away	Price per Passenger	<b>\$305.82</b>
	6:10 AM	11:35 AM				Taxes and fees per Passenger	<b>\$72.14</b>
						<b>Total per Passenger</b>	<b>\$377.96</b>
✈ Thu 6/20	# 695 / 4460	<b>MSY</b> → <b>MCI</b>	3 hr 45 min	1 stop ✈	Wanna Get Away	Passenger(s)	<b>x1</b>
	7:30 PM	11:15 PM				<b>Flight total</b>	<b>\$377.96</b>
							or from \$37/mo* with <b>uplift</b> <a href="#">Learn more</a>

### Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

## ✈ Flight Extras

### Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Free same-day confirmed change (*taxes and fees may apply*)<sup>6</sup>
- ✓ Transferable Flight Credit™<sup>5</sup>
- ✓ 8 Rapid Rewards points per dollar per qualifying flight<sup>11</sup>

<sup>6</sup>Please read the [fare rules](#) associated with this purchase.

Upgrade departing trip for \$21

Upgrade returning trip for \$20

Upgrade both for \$41

Apply upgrade



## Terms & Conditions

### Deposit Policy

Credit Card Guarantee Required

### Cancellation Policy

11:59pm Hotel Time 3 Days Before Arrival Or Pay 1 Night Fee/Credit Card Required

I accept the deposit and cancellation policy. I have read and acknowledge the use of my personal information in accordance with the Hyatt Privacy Policies.

**BOOK MY STAY**

# Confirm and pay

This is a rare find. Last Parade NOLA's place is usually booked.



## Cozy Loft!

Entire rental unit

★ 5.00 (4)

## Your trip

### Dates

Jun 16 – 20

[Edit](#)

### Guests

1 guest

[Edit](#)

## Price details

\$99.00 x 4 nights \$396.00

[Cleaning fee](#) \$125.00

[Airbnb service fee](#) \$73.55

[Taxes](#) \$86.40

**Total (USD) \$680.95**

## Choose how to pay

### Pay in full

Pay the total (\$680.95).



### Pay part now, part later with Airbnb

\$271.55 due today, \$409.40 on Jun 1, 2024. No extra fees. [More info](#)



### Pay monthly with Klarna

From \$57 per month for 12 months. Interest may apply. [More info](#)



## Log in or sign up to book

Country code

United States (+1)





21

## Hyatt Regency New Orleans

1 King Bed

Sun, Jun 16, 2024 - Thu, Jun 20, 2024

1 Room, 1 Guest Accessible

2024 Joint Ma...

Sign In for faster booking, or continue as a guest.

### Contact Information

Prefix

Given / First Name

Surname / Last Name

Email

Phone Number

Text Me Updates (Optional)

### Price Summary

4 Night Stay \$916.00

Taxes & Fees \$160.39

Show Price Details

**Total Cost Per Room\* \$1,076.39**

\*Changes in taxes or fees will affect the total price.

### Earn \$300 in Hyatt credit

Plus, 10,000 Bonus Points



Price for stay: \$1,076.39

Hyatt credit: -\$300.00

**Total after Hyatt credit: \$776.39**

**LEARN MORE & APPLY NOW**

Price for stay and Hyatt credit may post on separate statements.



By turning on the switch, I provide my signature to agree to receive automated texts with info about reservations, offers & promos from Hyatt and its agents to the number I provided. Consent to texts is not a requirement or condition of purchase. Msg & data rates apply. I agree to the Terms [↗](#).

Off

## Payment Information

### Credit Card

<input type="text" value="Card Number"/>	<input type="text" value="MM/YY"/>
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We accept all major credit cards.

Save this card for future use (Optional)

**WORLD OF HYATT®**

## Membership has its rewards

Enjoy free nights, member rates, room upgrades and more. It's fast and easy to join.

Join World of Hyatt for free

(Optional)

### Create Password

Password length must be between 8 and 35 characters (special characters are permitted.)

By joining, you are agreeing to the World of Hyatt Terms & Conditions. [↗](#) We collect and use your personal information in accordance with our Privacy Policies. [↗](#)

Special Requests



# Trip & Price Details

Price Payment Confirmation

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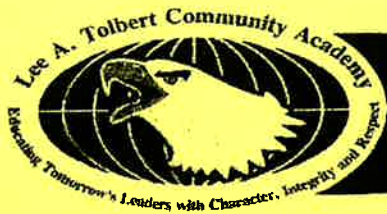
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# Lee A. Tolbert Community Academy

**Instructions:** When planning to attend a professional development event, please fill out this form completely. That includes attaching all information regarding the event you wish to attend to this document.

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Name: Jacqueline Spencer Position: 4<sup>th</sup> Grade Teacher

Professional Development Event: NCTE-NCTM-Literacy and Math

Location: Hyatt Regency City: New Orleans State: LA

Date(s): June 17-19 Time(s): 7:00am - 6:00pm

Why is this event pertinent to your professional growth? I will teach 4<sup>th</sup> grade all subjects next year and desire to learn best practices in math and ELA. Amplify is one of the sponsors,

Registration fee? 385 (Attach registration details and event information)

How to send the registration fee: Address: 1906 Association Drive, Reston, VA USA 20191 Email: actm@actm.org  
Phone: 1(800)561-6691

Meal per diem needed? yes (Meal per diems are issued only for PD Events more than 50 miles from the school)

If yes, how many meals needed? Breakfast 3 Lunch 4 Dinner 4

Hotel needed? yes Hotel Name: Hyatt Regency

Number of nights? 3

Mileage reimbursement needed? NO If yes, how many miles? —  
(miles are calculated from the school address)

Airline tickets needed? yes If yes, Departure/Return date? June 16 - June 19

Requesting Signature: Jacqueline Spencer Date: March 11/2024

Submit this form to Principal to begin your approval process.

Fed. Prog.'s Initials: \_\_\_\_\_ Principal's Initials: \_\_\_\_\_ Superintendent's Initials: \_\_\_\_\_

Upon receiving a signed form for approval please complete your PTO form.