



National Alliance of Black School Educators' 47th Annual Conference, November 13-17, 2019: Expense Approval

To: Committee of the Whole

Date: 18 September, 2019

Report No.: 09-19-3738

Strategic Directions

- Create a Culture for Student and Staff Well-Being
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is **RECOMMENDED** that the request from Trustee David Smith to attend the National Alliance of Black School Educators' 47th Annual Conference from November 13 to 17, 2019 in Dallas, Texas be approved.

Context

The 47th Annual National Alliance of Black School Educators Conference is taking place in Dallas, Texas from November 13 to 17, 2019 and the program (Appendix A) includes informative presentations and educational workshops, including the following topics: School Board and Superintendent Leadership, Teaching and Learning the Diverse Learner, Scaling Systematic Equity, Results Driven Turnaround Approaches, and Professional Learning Examined.

Action Plan and Associated Timeline

Administrative Liaisons will complete the registration and applicable bookings once conference is approved.

Resource Implications (Estimate)

Early Bird Registration ended July 31, 2019

The total estimated cost for the conference is \$3,400. The conference will be paid from the trustee's discretionary budget.

Board Policy and Procedure Reference(s)

Governance Procedure PR582(b) Trustee Expense

Appendices

- Appendix A: Background Information
- Appendix B: Conference Form

From

Colleen Russell-Rawlins at Colleen.Russell-Rawlins@tdsb.on.ca or at 416-397-3187

Conference Information




National Alliance of Black School Educators

47th Annual Conference

November 13-17, 2019

Hyatt Regency Hotel, Dallas, Texas

JOIN us for the 47th Annual NABSE Conference where you will be able to:

-  Access over 80 dynamic Workshops, Education Strands, Leadership Sessions, and Research Roundtables for ALL educators PreK and up!
-  Network with more than 1,500 outstanding educators from across North America and beyond!
-  Challenge yourself and others to go to the next level of learning and development. Our students deserve it!

WHO SHOULD ATTEND: NABSE members, supporters, superintendents, principals, school board members, education human resource professionals, deans, professors, education department heads, administrative/educational support staff, teachers, parents, curriculum specialists, students, clergy, employers, job seekers and any individual or organization concerned about the education of our nation's children.

PRELIMINARY SCHEDULE-AT-A-GLANCE

TUESDAY, November 12, 2019 *(Pre-Conference)*

- Registration Opens

WEDNESDAY, November 13, 2019 *(Pre-Conference)*

- Golf Tournament
- Collegiate Tour
- PreK-12 Tour
- Literacy Institute
- Parents' Summit
- Youth Symposium
- NABSE Aspiring Superintendents Academy
- NABSE Board of Directors Meeting
- Dining With Divas & Men On A Mission

THURSDAY, November 14, 2019

- Educational Leaders Series
- Opening Plenary
- Delegates' Assembly
- Workshops & Research Roundtable
- Exhibitors Showcase
- Demonstration Schools
- School Board/Superintendent/ Governance Symposium
- Administrators' Symposium
- Commissions Meetings
- Affiliate Presidents' Meeting
- Founding Members Celebration
- NABSE After Hours

FRIDAY, November 15, 2019

- Workshops & Research Roundtable
- Superintendents' Strand
- Principals' Strand
- Higher Education Professionals' Strand
- School Board Strand
- Administrators' Strand
- Demonstration Schools
- Exhibitors Showcase
- Affiliates' Night

SATURDAY, November 16, 2019

- Affiliate Breakfasts
- Workshops
- Delegate Assembly
- Teachers' Leadership Summit
- NABSE Honors & Awards Red Carpet Gala

SUNDAY, November 17, 2019

- Ecumenical Service

Registration Information

2019 Conference Packet

Early Bird Special

Registrants who register by **July 31, 2019** will receive a deduction of **\$50!!!**
 (This rate does not include Single Day, Parents Day Registration and Student-Basic)

NABSE REGISTRATION RATES

Membership Status*	Full	Basic
Individual Non-Member	\$590	\$445
Individual Member	\$495	\$350
Retiree Non-Member	\$425	\$350
Retiree Member	\$375	\$300
Student Non-Member**	\$295	\$255
Student Member**	\$275	\$235
Single Day/Spouse	N/A	\$245

Literacy Institute (includes a book).....	\$60
Parents' Summit.....	\$50
Aspiring Superintendents Academy.....	\$125

REGISTRATION CATEGORIES

Full Registration: All programs, workshops, speakers, exhibits, and a general session mealed events.

Basic Registration: Same as Full but does not include general session mealed events.

Daily Registration: Provides a one-day pass on designated day to all public events, EXCEPT general session mealed events.

*Members with outstanding membership dues must complete and submit a membership renewal application. Persons whose membership dues are delinquent will be charged the Non-Member registration rate.

**Student membership/registration category applicable only to full-time students who are NOT employed. Valid student identification card must be presented on-site or higher registration rates will apply

REGISTRATION POLICIES

- Online conference registration is available at www.nabse.org through November 6, 2019 **by credit card only**.
- Refunds must be submitted in writing to the NABSE Office to bwalker@nabse.org or by mail, postmarked no later than *October 25, 2019*. **NO** refunds will be issued after this date.
- Declined credit cards may result in delayed registration.
- On-Site Registrants must come to the On-Site Registration booth to make any required payment in order to receive their registration materials and conference credentials.
- **DO NOT SEND CASH**
- **NO PERSONAL CHECKS will be accepted on-site for any conference fees under any circumstances.**
- Attendees will not gain access to conference activities without remitting full payment and displaying conference credentials.
- A \$50.00 service charge will be assessed on all refund requests before September 15, 2019. Cancellation received September 16 – October 25, 2019 will be assessed \$100. No cancellations will be accepted after October 25.
- A \$30.00 fee will be assessed for all returned checks.
- A \$50.00 fee will be assessed to transfer registration from one individual to another. Registration transfer requests must be submitted in writing by October 25, 2019.
- Conference badges must be worn in order to gain access to all functions
- The registrant's full name and organization will appear on your conference credentials and registration documents exactly as it is provided on the registration form. Badges **must** be worn to all events.
- **All registration and membership fees must be paid in full prior to receiving conference materials.**

Early Bird Special

Registrants who register by **July 31, 2019** will receive a deduction of **\$50!!!**
 (This rate does not include Single Day/Spouse, Parents' Day Registration and Student-Basic)

CONFERENCE REGISTRATION RATES

Membership Status*	Full	Basic
Individual Non-Member	<input type="checkbox"/> \$590	<input type="checkbox"/> \$445
Individual Member	<input type="checkbox"/> \$495	<input type="checkbox"/> \$350
Retiree Non-Member	<input type="checkbox"/> \$425	<input type="checkbox"/> \$350
Retiree Member	<input type="checkbox"/> \$375	<input type="checkbox"/> \$300
Student Non-Member**	<input type="checkbox"/> \$295	<input type="checkbox"/> \$255
Student Member**	<input type="checkbox"/> \$275	<input type="checkbox"/> \$235
Single Day/Spouse	N/A	<input type="checkbox"/> \$245

- Literacy Institute (includes a book).....\$60
- Parents' Summit.....\$50
- Aspiring Superintendents Academy.....\$125**

- Members with outstanding membership dues must complete and submit a membership renewal application and dues payment. Otherwise Non-Member registration rates apply.
- Student membership/registration category applicable to full-time students who are NOT employed full-time. Valid student I.D. must be presented on-site or higher registration rate applies.
- Basic Registration does not include Founding Members Diner or Annual Banquet tickets.

Name Prefix First MI Last

Position/Title _____

District/Organization/Company _____ City/State/Country _____

Mailing Address _____ Home Office

City _____ State _____ Zip _____

Home Phone _____ Email _____

Work Phone _____ Email _____

PAYMENT INFORMATION

*All credit card payments should be made online.

Check Money Order Registration: \$ _____

Purchas Order Additional Tickets: \$ _____

Total Enclosed: \$ _____

Purchase Order Number: _____

Signature: _____

Please Send Completed Application and Payments to: The National Alliance of Black School Educators • 310 Pennsylvania Ave., SE • Washington, D.C. 20003

Conference ADD-ONS

Aspiring Superintendents' Academy \$125

Wednesday, November 13, 2019

Literacy Institute \$60

Wednesday, November 13, 2019

Parents' Summit \$50

Wednesday, November 13, 2019

Dining w/Divas \$50

Wednesday, November 13, 2019

Men On A Mission \$50

Wednesday, November 13, 2019

ADDITIONAL TICKETS

Only Available for the Following:

Affiliates' Night \$20

Friday, November 15, 2019

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OUT-OF-PROVINCE/OUT OF COUNTRY CONFERENCES AND WORKSHOPS

Part A – Conference Information (approval MUST be obtained prior to attendance)

Date: Aug 26, 2019

Employee Number [REDACTED]	Work Phone 416-395-8787	Home Phone [REDACTED]
Name of Applicant David Smith		Position Trustee
Home Address 5050 Yonge St		City Toronto Postal Code M2M 5N8
School/Department Name Trustee Shared Services		Method of Travel Air
Name & Purpose of Conference – National Alliance of Black School Educators		
Location of Conference Dallas, Texas, USA		Dates of Conference November 13-17, 2019

The cost should be charged to GL (check one) and Cost Centre:

31500 – Prof Dev – Academic & Supervisory Officer	<input type="checkbox"/>	1. Cost Centre # _____
31700 – Prof Dev – All other Staff	<input checked="" type="checkbox"/>	2. Cost Centre # _____ [REDACTED]

<p>Estimated Expenses:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: right;">US\$</th> <th style="width: 25%; text-align: right;">CDN\$ (Canadian Equivalent)</th> </tr> </thead> <tbody> <tr> <td>• Registration</td> <td style="text-align: right;">\$ 590.00</td> <td style="text-align: right;">\$ 782.11</td> </tr> <tr> <td>• Transportation (other than airfare)</td> <td style="text-align: right;">\$ 100.00</td> <td style="text-align: right;">\$ 132.56</td> </tr> <tr> <td> • Accommodation <u>6</u> Days</td> <td style="text-align: right;">\$ 1,128.00</td> <td style="text-align: right;">\$ 1495.28</td> </tr> <tr> <td>• Meals (receipts must be provided)</td> <td></td> <td></td> </tr> <tr> <td> o Breakfast \$10 x # days</td> <td style="text-align: right;">\$ 60.00</td> <td style="text-align: right;">\$ 79.54</td> </tr> <tr> <td> o Lunch \$20 x # days</td> <td style="text-align: right;">\$ 120.00</td> <td style="text-align: right;">\$ 159.07</td> </tr> <tr> <td> o Dinner \$30 x # days</td> <td style="text-align: right;">\$ 180.00</td> <td style="text-align: right;">\$ 238.61</td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> </tr> <tr> <td> • Airfare (to be arranged by the Director's Office)</td> <td></td> <td style="text-align: right;">\$ 478.24</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Estimated Cost CDN\$</td> <td style="text-align: right;">\$ 3365.41</td> </tr> </tbody> </table> <p>(Estimated Conversion Rate = 1.31)</p>		US\$	CDN\$ (Canadian Equivalent)	• Registration	\$ 590.00	\$ 782.11	• Transportation (other than airfare)	\$ 100.00	\$ 132.56	• Accommodation <u>6</u> Days	\$ 1,128.00	\$ 1495.28	• Meals (receipts must be provided)			o Breakfast \$10 x # days	\$ 60.00	\$ 79.54	o Lunch \$20 x # days	\$ 120.00	\$ 159.07	o Dinner \$30 x # days	\$ 180.00	\$ 238.61	Other _____			• Airfare (to be arranged by the Director's Office)		\$ 478.24	Total Estimated Cost CDN\$		\$ 3365.41	<p>Note:</p> <p>Approved expenses include registration, transportation, accommodation, meals and other reasonable expenses depending upon the location of the conference, but only when these expenses are not part of the conference fee.</p> <p>The maximum meal expenditure per day shall be provided up to \$60, capped at the amounts indicated.</p> <p>The maximum amount is inclusive of taxes and gratuity. Gratuity amounts are capped at 15% of pre-tax amounts.</p> <p style="text-align: center;"><u>A copy of the conference brochure must be attached.</u></p>
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Conference approved by:

Chair Signature	Robin Pilkey
Supervisor/Supervisory Officer Signature	Print Name
Funding Source Confirmed (Comptroller/Designate Signature)	Print Name
Associate Director Signature (as appropriate)	Print Name
Director's Signature	

For Participant Information:
Reimbursement is limited to the amount of PD Funds available as indicated on the reverse of this form.

Part B – To Be Completed and Approved Upon Returning From Conference

Actual Expenses Claimed (original receipts MUST be attached for all expenses being claimed):

	US\$	CDN\$ (Canadian Equivalent)	
<u>This section is for Principal/Vice-Principal use ONLY</u>			
• PD Funds Available			\$ _____
• Subtract Cost of Airfare Arranged Through Director's Office (attach email received from Avenue Travel)			\$ _____
• Balance of PD Funds Available			\$ _____
• Registration	\$ _____	\$ _____	
• Transportation (other than airfare)	_____	_____	
• Accommodation _____ Days	_____	_____	
• Meals (see attached receipts – use table below to calculate).			
o Breakfast \$10 x # days	\$ _____	\$ _____	
o Lunch \$20 x # days	\$ _____	\$ _____	
o Dinner \$30 x # days	\$ _____	\$ _____	
• Other _____	_____	\$ _____	(Conversion Rate = _____)
		Total Expenses Claimed CDN	\$ _____
• Balance of PD Funds Remaining			\$ _____

Note:
Complete this portion after completion of conference/workshop.
All expenses being claimed must be supported by original, detailed receipts (Visa or debit slips are not acceptable). Mileage reimbursement is limited to the maximum of the economy airfare. The maximum meal reimbursement per day shall be provided up to \$60, capped at the amounts indicated.
The maximum amount is inclusive of taxes and gratuity. Gratuity amounts are capped at 15% of pre-tax amounts.

The table below has been provided to assist in the calculation of eligible meal expenses. Please complete, indicating the date(s) and the amounts claimed for each meal type. Please be reminded that the maximum is inclusive of taxes and gratuities (limited to a maximum of 15%). ALCOHOL IS NOT ELIGIBLE FOR REIMBURSEMENT. Attach a separate sheet if more space is required. Original detailed receipts must be attached.

DATE	Breakfast (max \$10)	Lunch (max \$20)	Dinner (max \$30)	Total (not to exceed \$60)
Total				

I have read the TDSB's PR.582 Expenditure Guidelines and confirm that I am in compliance.

Signature of Conference Participant

Print Name

Date

Approvals

Principal/Manager Signature

Print Name

Date

Supervisor/Supervisory Officer Signature

Print Name

Date

Date Approved

Verified by Comptroller of Finance/Designate

For Accounting Use Only:

Amount of PD Funds Available: _____

**Forward completed form to:
Accounts Payable, 5050 Yonge St., Route NE**