

**DELANO JOINT UNION HIGH SCHOOL DISTRICT  
REQUEST FOR CONFERENCE AND/OR SUBSTITUTE**

REQUIRES  
BOARD  
Approval

191256

NAME Shade Staples DATE 8/27/2018

DEPT/PROGRAM Dual Enrollment

RECEIVED SEP - 4 2018  
RECEIVED

CONFERENCE MTG Get Focused Stay Focused Site Visit

SEP 06 2018

DESTINATION Sierra High School 1700 Thomas St., Manteca, CA 95337

PURCHASING

DEPARTURE DATE & TIME 9/27/18 RETURN DATE & TIME 9/28/2018

PURPOSE: Programs in action: Learn from program administrators, teachers and students.

SUBSTITUTE NEEDS: NO X YES 2 DAYS        HOURS

I request the following estimated expenses be paid by the District:

Mileage	<u>378</u>	<u>\$202.23</u>
Air Travel		<u>\$0.00</u>
Taxi/Bus		<u>\$0.00</u>
Other		<u>\$0.00</u>

Meals	<u>27.00</u>
Hotel/Motel	<u>191.84</u>
Conf Fee	<u>191259</u> \$249.00
TOTAL EXP	<u>673.85</u>

will seek reimbursement

Signature of Applicant [Signature] Date 8-31-18 Signature of Principal/Supervisor [Signature] Date       

Substitute charged to: 01-7338-0-1100-01-1110-1000-008-00-555-7333

Mileage charged to: 01-7338-0-5200-00-1110-1000-008-00-555-7333

Business Office verification of funds: [Signature]

Superintendent's approval       

Travel over 120 miles one way requires Board approval and must be submitted SIX (6) WEEKS in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

See Business Office Procedure Manual for complete details regarding travel and reimbursement guidelines. An approved copy of the request will be returned to each applicant and one to the Business Office.

Copy to  
Tina

BT  
5800 OK

**DELANO JOINT UNION HIGH SCHOOL DISTRICT**  
**REQUEST FOR CONFERENCE AND/OR SUBSTITUTE**

NAME Vanessa Alcantar 191258 DATE 8/27/2018

DEPT/PROGRAM Dual Enrollment

RECEIVED

CONFERENCE MTG Get Focused Stay Focused Site Visit

SEP 06 2018

DESTINATION Sierra High School 1700 Thomas St., Manteca, CA 95337

PURCHASING

DEPARTURE DATE & TIME 9/26/2018 RETURN DATE & TIME 9/28/2018

PURPOSE: Programs in action: Learn from program administrators, teachers and students.

SUBSTITUTE NEEDS:            NO       X       YES       2       DAYS            HOURS

I request the following estimated expenses be paid by the District:

Mileage	<u>378</u>	<u>\$202.23</u>
Air Travel		<u>\$0.00</u>
Taxi/Bus		<u>\$0.00</u>
Other		<u>\$0.00</u>

Meals		<u>\$54.00</u>
Hotel/Motel	<u>191257</u>	<u>\$392.14</u>
Conf Fee	<u>191259</u>	<u>\$249.00</u>
TOTAL EXP		<u>\$897.37</u>

V. Alcantar  
Signature of Applicant

\_\_\_\_\_  
Date

[Signature]  
Signature of Principal/Supervisor Date

Substitute charged to:

OK 01-7338-0-1100-01-1110-1000-008-00-555-7333

Mileage charged to:

OK 01-7338-0-5200-00-1110-1000-008-00-555-7333

Business Office verification of funds:

Superintendent's approval

Travel over 120 miles one way requires Board approval and must be submitted **SIX (6) WEEKS** in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

See Business Office Procedure Manual for complete details regarding travel and reimbursement guidelines. An approved copy of the request will be returned to each applicant and one to the Business Office.

Copy to  
Trina

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5800-06j

REQUIRES 9/14

# DELANO JOINT UNION HIGH SCHOOL DISTRICT

## REQUEST FOR CONFERENCE AND/OR SUBSTITUTE BOARD APPROVAL

NAME ELI GONZALEZ 191253 31-Aug-18

DEPT/PROGRAM ADMINISTRATION/ CURRICULUM RECEIVED SEP - 4 2018

CONFERENCE MTG SIERRA HIGH SCHOOL DEMONSTRATION SITE VISIT RECEIVED


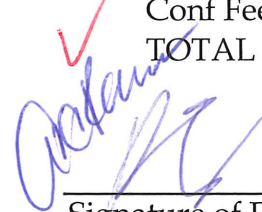

DESTINATION 1700 THOMAS ST. MANTECA, CA. 95337 SEP 06 2018

DEPARTURE DATE & TIME 9/26/18 6pm RETURN DATE & TIME 9/28/18 6pm PURCHASING

SUBSTITUTE NEEDS: NO X YES 2 DAYS        HOURS

I request the following estimated expenses be paid by the District:

Mileage	<u>      </u>	<u>\$0.00</u>	Meals	<u>\$74.00</u>
Air Travel	<u>      </u>	<u>\$0.00</u>	Hotel/Motel	<u>\$0.00</u>
Taxi/Bus	<u>      </u>	<u>\$0.00</u>	Conf Fee	<u>191254</u> <u>\$249.00</u>
Other/Parking	<u>      </u>	<u>\$0.00</u>	TOTAL EXP	<u>\$735.78</u>

 9/31/18    
Signature of Applicant Date Signature of Principal/Supe Date

Substitute charged to: #01-73380-1100-01-1110-1000-002-00-555-7333

Mileage charged to: #01-73380-5200-01-1110-1000-002-00-555-7333

Business Office verification of funds: 

Superintendent's approval       

Travel over 150 miles one way requires Board approval and must be submitted SIX (6) WEEKS in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

See Business Office Procedure Manual for complete details regarding travel and reimbursement guidelines. An approved copy of the request will be returned to each applicant and one to the Business Office.

Com to  
Trina

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5800065



# DELANO JOINT UNION HIGH SCHOOL DISTRICT

## REQUEST FOR CONFERENCE AND/OR SUBSTITUTE

NAME	SHAUNA GRAVELLE	191258	31-Aug-18
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DEPT/PROGRAM      ADMINISTRATION/ CURRICULUM      RECEIVED

CONFERENCE MTG      SIERRA HIGH SCHOOL DEMONSTRATION SITE VISIT      SEP 06 2018

DESTINATION 1700 THOMAS ST. MANTECA, CA. 95337 PURCHASING

DEPARTURE DATE & TIME	9/26/18 6pm	RETURN DATE & TIME	9/28/18 6pm
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SUBSTITUTE NEEDS: NO X YES 2 DAYS HOURS

I request the following estimated expenses be paid by the District:

Mileage	<u>376@.545</u>	\$204.92
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Air Travel		\$0.00
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Taxi/Bus	\$0.00
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Other/Parking	\$0.00
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Meals	\$74.00
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Hotel/Motel	191255	\$412.78
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Conf Fee	191259	\$249.00
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TOTAL EXP	\$940.70
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Signature of Applicant	Date
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Signature of Principal/Supe Date

Substitute charged to:

Mileage charged to:

Business Office verification of funds:

Superintendent's approval

Travel over 150 miles one way requires Board approval and must be submitted SIX (6) WEEKS in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

See Business Office Procedure Manual for complete details regarding travel and reimbursement guidelines. An approved copy of the request will be returned to each applicant and one to the Business Office.

# Coal to China

BT ✓  
580006j

# Support School Culture with **Get Stay Focused!**<sup>®</sup>

***See a Get Focused...Stay Focused!<sup>®</sup> program in action and learn from program administrators, teachers, and students!***

Sierra High School invites your leadership team for an onsite visit and professional development retreat. Involve your whole campus and community in your efforts to help every student have a plan. Your team will learn how utilizing skills-based education plans and My10yearPlan.com<sup>®</sup> as tools can increase motivation in ALL classes! You'll learn more about the ground-breaking *Get Focused...Stay Focused!<sup>®</sup>* model that the Sierra team has implemented with great success.

## **Topics will include:**

- Introduction: *Get Focused...Stay Focused!<sup>®</sup>* Program
- The Impact of a Skills-based Education Plan
- The School Culture
- Career Choices* Series Curriculum Overview
- Stay Focused Modules 1 - 3 Overview
- Classroom in Action
- Student Panel
- The 10-year Plan Online

## **In addition to all workshop sessions, each participant will receive:**

- Get Focused...Stay Focused!<sup>®</sup>* Student Workbook for Follow-up Modules 1, 2, and 3
- Career Choices and Changes* textbook
- Instructor's and Administrator's Guide for Career Choices and My10yearPlan.com<sup>®</sup>*
- Access to helpful resources for implementing and supporting *Get Focused...Stay Focused!<sup>®</sup>*
- Lunch and refreshments served each day



## **September 27 & 28, 2018**

**Sierra High School**  
1700 Thomas Street  
Manteca, CA 95337

**\$249** *registration, which includes resource materials*

### **Teams are highly recommended**

*Event space is limited  
so register your team early.*

### **Workshop Hours:**

Thursday—8:00 AM to 3:00 PM

Friday—8:00 AM to 3:00 PM

*Check-in begins at 7:30 AM*

Learn more and register at

## **[aiworkshops.com/visitmanteca.html](http://aiworkshops.com/visitmanteca.html)**

Registration support provided by Academic Innovations. **Call (800) 967-8016 for details or to register.**



# Sierra High School

1700 Thomas St., Manteca, CA 95337 (209) 858-7410

**Principal:** Steve Clark **Assistant Principal:** Anthony Chapman  
**Vice Principal:** Anne Marie Shaw **VP/Athletic Director:** Andrew Lee  
**Activities Director:** Melissa Harbison

## Day 1:

7:30-8:00	Check-in / Coffee
8:00-9:00	<i>Get Focused Stay Focused</i> Overview
9:15-10:15	The impact of Skills based education plans on the whole campus
10:30-11:30	Advising with the My10yearPlan.com / Curriculum Overview
11:45-12:30	Student Panel – hear firsthand how GFSF has impacted students
12:30 – 1:15	Lunch provided
1:15-2:30	Classroom visits – Skills based education plans in action Success 101, World History/Module 1, Sped, core subject, elective
2:30-3:25	Action Planning and questions

## Day 2:

7:30-8:00	Check-in / Coffee
8:00-9:00	How to include your community with your <i>Get Focused Stay Focused</i> program
9:15-10:15	GFSF Module 1 Overview
10:30-11:15	Counselor integration with your <i>Get Focused Stay Focused</i> program
11:30-12:30	GFSF Module 2 Overview
12:30-1:15	Lunch provided
1:15-2:30	GFSF Module 3 Overview
2:30-3:25	GFSF Implementation models, Action Plans & Wrap-up