

**BOARD TRANSMITTAL FORM  
DENAIR UNIFIED SCHOOL DISTRICT**

**BOARD MEETING DATE:** August 13, 2015

**EXHIBIT NO.**

**7**

**TO:** Board of Education  
**PREPARED BY:** Travis Manley, Principal - Denair Middle School  
**PRESENTED BY:** Travis Manley, Principal - Denair Middle School

**AGENDA TITLE:** APPROVE OUT OF STATE TRAVEL/CONFERENCE

**AGENDA SECTION:**

- |  |  |
|--|--|
| <input type="checkbox"/> Closed Session              | <input type="checkbox"/> Discussion                        |
| <input type="checkbox"/> Study Session               | <input type="checkbox"/> Discussion/Public Comment/Action* |
| <input type="checkbox"/> Public Comment              | <input type="checkbox"/> Bids/Public Comment /Action*      |
| <input type="checkbox"/> Scheduled Communication     | <input checked="" type="checkbox"/> Consent Action*        |
| <input type="checkbox"/> Superintendent/Board Report | <input type="checkbox"/> Administrative Panel              |
| <input type="checkbox"/> Staff Report                | Recommendations*   |
| <input type="checkbox"/> Minutes*                    | <input type="checkbox"/> Roll Call                         |
| <input type="checkbox"/> Public Hearing              |  |

*\*Scheduled for Action*

**PROGRAM DESCRIPTION / DETAILS:**

The request is for Travis Manley, Principal of Denair Middle School to attend the No Excuses University National Convention in Dallas, Texas. Along with getting insight and information regarding the No Excuses program that will help Mr. Manley implement the program at the middle school he will also be a speaker at the National Convention. Due to Mr. Manley speaking at the conference he is given a waiver for the conference fee, but will need airfare, hotel and accommodations.

**RECOMMENDED ACTION:**

Superintendent recommends approval.

**FINANCIAL IMPACT:**

\$1100.00



# DENAIR UNIFIED SCHOOL DISTRICT

## TRAVEL REQUEST and REIMBURSEMENT

SECTION A.			
Employee Name		Site	
Travis Manley		DMS	
Event/Conference Title (attach brochure)		Event Location	
NEU National Convention		Dallas Texas	
Date(s) of Event		Time of Event (include travel time)	
From 10/21/15	To 10/24/15	From :                      am/pm	To :                              am/pm

SECTION B. ITEMIZED EXPENSES ESTIMATED/PAID BY EMPLOYEE (List Day(s) and Date(s), e.g. Mon 01/12)						
ITEM DESCRIPTION (A)		Number of Days (B)	List Dates	Complete Prior to Event: Estimated Cost (A x B)	Complete After Event: Actual Cost	Actual Reimbursement (For Business Office Use Only)
Substitute Required		\$110.00/day				
Personal Mileage <del>PP</del> @ .575		NO RECEIPTS	21,24	114.42		
Breakfast	\$8.00	PER DIEM	1	10		
Lunch	\$10.00		4	80		
Dinner	\$20.00					
Parking						
Taxi/Car Rental/Bus						
Airfare Sacramento		REQUIRE RECEIPTS	21,24	300		
Lodging Hilton Anatole			3	477		
Registration Free				Free		
Other (Itemized)						
<b>Total Cost</b>						

SECTION C. TRAVEL REQUEST APPROVAL								
Budget Code(s)								
Fund	Resource	PY	Object	Goal	Function	Site	Org/Disc	Amount
01	3185	0	5213	0000	2700	100	1100/xx	\$
								\$
Substitute Code								
								\$

Supervisor Signature	Date	Director of Student Support Signature	Date
Board Approval Date (student overnight/out of state travel)		Chief Business Officer Signature	Date

SECTION D. TOTAL REIMBURSEMENT (Please attach necessary receipts for reimbursement)			
I hereby certify that the above is an accurate accounting of my incurred travel expenses and the expenses claimed above are not reimbursable to me or to the District from any other source.			\$
Employee Signature	Date	Supervisor Signature	Date

**Subject:** FW: See you in DALLAS!

**Date:** Wednesday, June 24, 2015 at 8:48:58 AM Pacific Daylight Time

**From:** Travis Manley

**To:** tmanley@dusd.k12.ca.us

**From:** Frank Nardelli [mailto:frank@noexcusesu.com]

**Sent:** Friday, May 22, 2015 1:03 PM

**To:** Travis Manley

**Subject:** See you in DALLAS!

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Hi Travis,

Congratulations! Your Breakout Session Proposal was **ACCEPTED** for the **2015 No Excuses University National Convention** in October! We are excited to work with you in **DALLAS!** I attached a Speaker Agreement for you. If you approve of this agreement, please sign the document, scan it and email it back to ME or fax it to (760) 494-4792 **by Friday, July 3rd.**

Dr. Dan Lopez will register you as a Presenter for our 2015 NEU National Convention. We encourage you to make your travel arrangements and set up your hotel reservation as soon as possible. For more information about the Dallas Convention, please click HERE. Our 2015 Convention will be held at the Hilton Anatole, from **October 22-24**. Contact information for the Hilton Anatole is below:

#### **Hilton Anatole, Dallas, TX**

- 214-748-1200
- <http://www3.hilton.com/en/hotels/texas/hilton-anatole-DFWANHH/maps-directions/index.html>

All Breakout Session presenters will be responsible for their own travel arrangements and hotel accommodations. The No Excuses University will provide you with **one complimentary registration** for our three-day Convention (please note if you are working with co-presenters, only one complimentary registration can be provided for your session). Wireless internet (Wi-Fi) will not be available in the meeting rooms at the Hilton Anatole. In September, I will ask you to email me a copy of the handout(s) you create for your session. We will post all Breakout Session handouts from the 2015 Convention in a public folder online for the convenience of our presenters and Convention participants. All of our breakouts will be 60 minute sessions. Please plan your session to make full use of your hour.

The 2015 NEU National Convention is going to be a fantastic event! We are honored to feature your Breakout Session in our Convention Program. Please email me with any questions you may have. I look forward to receiving your Speaker Agreement before July 3rd. Thank you for your continued support.

**Frank Nardelli**

Vice President

No Excuses University

Cell: (734) 730-5800

**JOIN US** for the **2015 NEU National Convention** in Dallas, TX on **October 22-24**.



Hotel Topics Keynotes Schedule Registration

### Schedule

#### Thursday, October 22, 2015

7:30 am - 8:30 am Registration  
 8:30 am - 9:45 am Welcome and General Session  
 10:00 am - 11:00 am Breakout Session #1  
 11:15 am - 12:15 pm Breakout Session #2  
 12:15 pm - 1:15 pm Lunch - Provided  
 1:15 pm - 2:15 pm Breakout Session #3  
 2:30 pm - 3:30 pm State of the Network Address: Damen Lopez

#### Friday, October 23, 2015

7:30 am - 8:30 am Registration  
 8:30 am - 10:15 am Welcome and General Session  
 10:30 am - 11:30 am Breakout Session #4  
 11:30 am - 12:30 pm Lunch - Provided  
 12:30 pm - 1:30 pm Breakout Session #5  
 1:45 pm - 2:45 pm Breakout Session #6

#### Saturday, October 24, 2015

7:30 am - 8:30 am NEU Store Opens  
 8:30 am - 10:30 am General Session: No Excuses Leadership - Damen Lopez  
 10:45 am - 12:15 pm The Nine Bold Choices Exceptional Leaders Make  
 12:15 pm - 1:15 pm Leadership Workshops  
 1:15 pm - 2:45 pm Lunch - Provided  
 Leadership Workshops

Cost Per Registrant  
Price: \$495.00

Number of Registrants \*  
1

Total Cost  
\$495.00

#### Registrant Information

Registrant 1  
 Name  
 Lopez

First Last  
 Email

Enter Email Confirm Email

Total Cost  
\$495.00





Hotel Topics Keynotes Schedule Registration

This Convention will be held at the Hilton Anatole.

Discounted Room Rate: \$159/\$169 per night for single/double occupancy. Taxes and fees are extra. Rate includes \$12 breakfast voucher(s) and free in-room WiFi. To make your room reservations, you may call the hotel at (214) 748-1200, Group Name: No Excuses University or online here

Enjoy a unique hotel experience in the inspiring surroundings of the Hilton Anatole hotel. Located just minutes from downtown Dallas, TX, this hotel is in the fashionable Dallas Design District. The hotel is situated on 45 acres of lush greenery with a seven-acre Sculpture Park complete with a jogging trail, outdoor pool, spa, fitness center, and tennis courts.

**Cost Per Registrant**

Price: \$495.00

**Number of Registrants \***

1

**Total Cost**

\$495.00

**Registrant Information**

**Registrant 1**

Name

First

Last

Email

Enter Email

Confirm Email

**Total Cost**

\$495.00

**Add to cart**