



## Haverhill Public Schools

## Professional Educational Conference/Workshop Form

Rev 09-20

Please complete this form and submit it to the Supervisor/Director and your Building Principal, along with your completed registration form and estimated travel documents. When you have received the required signatures, please forward to the Curriculum Office for review and the final approval. **Please note that the Curriculum Office must receive all forms a minimum of 14 days prior to the event.** In addition, any expenses exceeding \$250.00 must have the approval of the Haverhill School Committee. **Please allow up to 30 days for processing.**

Please Print:

Today's Date: <u>8-28-2023</u>	Grade: <u>N/A</u>
Staff Member Name: <u>Renee McGuirk</u>	School: <u>Title I and Community Outreach</u>
Program Date(s): <u>Nov 29 - Dec 1, 2023</u>	Title of Program: <u>CACE Leadership Conference 2023</u>
Organization Facilitating Training: <u>Council of Administrators of Compensatory Ed</u>	Program Location: <u>Chatham Bars Inn, Chatham, MA</u> Facility, City and State

How will your attendance at this workshop help to improve student achievement?

By attending sessions, workshops, & Collaborating w/ other districts I will ~~develop~~ develop more skills and resources to help operate the Title I program to provide high quality education in an equitable way for all HPS students. Through this

Describe how this activity will help you meet your professional development goals.

It will give me more resources, information, ideas, and connections

How will you share this information with your peers and supervisor/principal?

It will be reflected in everything I do.

high quality educational support, student achievement will continue to improve.

Please complete each line below: **MUST INCLUDE A FUNDING SOURCE BELOW OR WRITE ZERO**

	Expense	Funding Source #	Account Description
Substitute Coverage	\$		
Registration Fee:	\$ 500.00	4233050.4. 2357.6612.70.000.08.10	THI I
Travel:	\$ 157.50	"	"
Lodging:	\$ 350.00	"	"
Meals:	\$		
Other:	\$		
<b>Total:</b>	<b>\$ 1,007.50</b>	"	THI I

**Important Note:** Payment will be made upon receipt of the expense voucher. Receipts for the registration fee, travel, lodging, meals, other, and a proof of mileage must accompany the expense voucher.

I hereby acknowledge that to the best of my knowledge, all of the information provided above is true. I also acknowledge that I must submit within five (5) days of the event a reasonably detailed written workshop report to the Curriculum Department.

Staff Member: Renee McGuirk Date: 8-28-2023

	Signature	Date	
Supervisor/Director	<u>William Connolly</u>	<u>8/28/23</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal			<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Chief of Teaching, Learning & Leading			<input type="checkbox"/> Approved <input type="checkbox"/> Declined





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Please Print:

Today's Date: <u>8/29/2023</u>	Grade: <u>District</u>
Staff Member Name: <u>Heidi Perez</u>	School: <u>District</u>
Program Date(s): <u>Nov 29 - Dec 1, 2023</u>	Title of Program: <u>CACE Leadership Conference 2023</u>
Organization Facilitating Training: <u>Council of Administrators of Compensatory Ed</u>	Program Location: <u>Chatham Bars Inn, Chatham, MA</u> Facility, City and State

How will your attendance at this workshop help to improve student achievement?

By providing better programming through grant funded programs

Describe how this activity will help you meet your professional development goals.

Writing, and administering title grants, are part of my role.

How will you share this information with your peers and supervisor/principal?

Through programs, PD, and leading the staff.

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Staff Member: Heidi Perez Date: 8/29/2023

	Signature	Date	
Supervisor/Director	<u>Norma Connolly</u>	<u>8/29/23</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal			<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Chief of Teaching, Learning & Leading			<input type="checkbox"/> Approved <input type="checkbox"/> Declined





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Please Print:

Today's Date: <u>8-28-2023</u>	Grade: <u>K-12</u>
Staff Member Name: <u>Dianne Connolly</u>	School: <u>District</u>
Program Date(s): <u>Nov 29-Dec 1, 2023</u>	Title of Program: <u>CACE Leadership Conference 2023</u>
Organization Facilitating Training: <u>Council of Administrators of Compensatory Ed</u>	Program Location: <u>Chatham Bars Inn, Chatham, MA</u> Facility, City and State

How will your attendance at this workshop help to improve student achievement?

Workshops provide information on strategies for a high quality education for all students. Outcomes focused on equitable access to high quality programs, curriculum + instruction.

Describe how this activity will help you meet your professional development goals.

CACE provides high quality professional development, comprehensive resources + support to staff that work with the Title federal grants.

How will you share this information with your peers and supervisor/principal?

Information will be shared during Leadership meetings + during tri-annual Principal meetings. Title I

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Staff Member: Dianne Connolly Date: 8/28/2023

	Signature	Date	
Supervisor/Director			<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal			<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Chief of Teaching, Learning & Leading			<input type="checkbox"/> Approved <input type="checkbox"/> Declined





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Please Print:

Today's Date: <u>8/28/2023</u>	Grade: <u>K-12</u>
Staff Member Name: <u>Irene Collins</u>	School: <u>District</u>
Program Date(s): <u>Nov 29 - Dec 1, 2023</u>	Title of Program: <u>CACE Leadership Conference 2023</u>
Organization Facilitating Training: <u>Council of Administrators of Compensatory Ed</u>	Program Location: <u>Chatham Bars Inn, Chatham, MA</u> Facility, City and State

How will your attendance at this workshop help to improve student achievement?

The CACE conference focuses on a high quality education for all students, equitable access, supportive learning environments and supports Title I leaders to help them achieve those goals.

Describe how this activity will help you meet your professional development goals.

One of my professional goals is to gather the data and support the evaluation of Title I programs and the mission of CACE is to support and mentor school's Federal Education Program staff.

How will you share this information with your peers and supervisor/principal?

Information from this conference will help streamline End of the Year Reports that are written collaboratively by the Title I office and schools' leadership.

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Staff Member: [Signature] Date: 8/28/2023

	Signature	Date	
Supervisor/Director	<u>[Signature]</u>	<u>8/28/2023</u>	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal			<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Chief of Teaching, Learning & Leading	<u>[Signature]</u>		<input type="checkbox"/> Approved <input type="checkbox"/> Declined

Burnham School Elementary School  
45 Fountain St, Haverhill, MA 01830

Get on I-495 S from MA-125 N/Main St

- 5 min (2.2 mi)
- ↑

1. Head southwest on Fountain St toward Main St

0.1 mi
- ↱

2. Turn right onto MA-125 N/Main St

1.5 mi
- ⬆

3. Use the right lane to take the I-495 S ramp to Lawrence

0.3 mi
- ↰

4. Keep left at the fork and merge onto I-495 S

0.2 mi

Continue on I-495 S. Take I-93 S, MA-3 S and US-6 E to MA-137 S in Harwich. Take exit 85 from US-6 E

- 1 hr 55 min (118 mi)
- ⬆

5. Merge onto I-495 S

11.8 mi
- ↱

6. Take exit 97A to merge onto I-93 S toward Boston

23.5 mi
- ↰

7. Keep left to stay on I-93 S

10.0 mi
- ↰

8. Use the left 2 lanes to take exit 7 for MA-3 S toward Cape Cod

0.4 mi
- ↰

9. Keep left to continue toward MA-3 S

0.3 mi
- ↑

10. Continue onto MA-3 S

26.8 mi
- ↑

11. Continue onto MA-3 S/US-44 E

0.9 mi
- ↑

12. Continue onto MA-3 S

14.7 mi
- ↑

13. Continue onto US-6 E (signs for 55/Sagamore)

29.7 mi
- ↱

14. Take exit 85 for MA-137 S toward Chatham

0.2 mi

Take Pleasant Bay Rd and MA-28 N to Shore Rd in Chatham

11 min (5.9 mi)

- ↩ 15. Turn left onto MA-137 S  
358 ft
- ↩ 16. Turn left onto Pleasant Bay Rd  
1.9 mi
- ↪ 17. Turn right onto MA-28 N/Orleans-Chatham Rd  
Continue to follow MA-28 N  
3.3 mi
- ↑ 18. Continue straight onto Shore Rd  
Destination will be on the right  
0.6 mi

Chatham Bars Inn

297 Shore Rd, Chatham, MA 02633