



Request to Attend Packet: sample support materials to submit to your administrator

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Talking points

1. Explain specifically what you plan to learn by attending the conference and how that will benefit your peers and the students in your school or district.
2. In addition to your personal learning goals, here are other popular reasons to attend:
 - Gain deep professional learning to build expertise in literacy instruction
 - Maximize the potential of your school teams
 - Network with your peers and international literacy leaders
 - Earn up to 17.5 clock hours for professional development
 - Learn research-based instructional practices that you can implement immediately to accelerate literacy achievement for ALL of your students
 - New learnings can be shared with your leadership and/or literacy team (see below)
3. Demonstrate how you will share the new learnings with your leadership and/or literacy team and when you return.
 - Share session presentations and handouts
 - Write summaries and analyses
 - Create a PowerPoint presentation or video
 - Develop poster presentations
 - Utilize technology that you learn about at the conference
 - Model learning strategies you discover
 - Volunteer to host mini workshops
 - Plan sharing opportunities across grade levels, subject areas, and schools
4. Be proactive
 - Offer to share a room to reduce hotel expenses
 - Register for the Conference by the early discount date of December 15
 - Book your travel early
 - Avoid the nonmember registration fee by joining Reading Recovery Council of North America or renewing your RRCNA membership
 - Apply for a professional development grant.

Sample letter: Request for approval

[Date]

[Your Name]

[Your Address]

[Supervisor's Name]

[Address]

Dear [Supervisor's Name],

(I/My team and I) would like to attend the **2020 National Reading Recovery & K-6 Literacy Conference** in Columbus, Ohio from (enter dates you will attend). This renowned conference offers keynotes, featured speakers, and a host of presenters that have a proven track record of effective instruction that supports professional development and student success. (I/we) understand professional development dollars are limited, but (I/we) guarantee that this experience can and will impact the students, the classroom, and the school. (I/we) chose this Conference because it offers many of the sessions (I/we) believe will directly impact the success of the learners in our school. This conference focuses on research-based practices that will greatly reduce the time and cost (district/school name) would normally incur in exploring the topics.

Under the expert guidance of prominent educational leaders, (I/my team and I) will receive a dynamic professional development experience to share with colleagues back home. This is a unique opportunity to expand and deepen (my/our) knowledge in literacy and will offer several opportunities to expand (my/our) professional network through collaboration. Through conference evaluations and testimonials, 98% of the 2019 National Reading Recovery & K-6 Literacy Conference attendees agreed that they learned new information that they can immediately apply to their teaching. They also felt a renewed energy and commitment to literacy teaching. There are video and written testimonials available on the conference website at <https://readingrecovery.org/conferences/national-reading-literacy-conference/>. (I/my team and I) (am/are) excited to participate in such a conference.

Our school administrators and their literacy teams are also encouraged to attend and will have the opportunity to learn from one of today's most highly respected K-6 literacy leaders, **Jenni Donohoo**, who is well-known for working with school administrators across the country on leadership practices. Her **Leadership Institute** on Saturday, February 8, will focus on a topic that concerns every school administrator: *Quality Implementation: Leveraging Collective Efficacy to Make 'What Works' Actually Work in Schools*.

Additionally, the Conference offers an exceptional **Leadership in Literacy Strand** for school and district administrators. This strand emphasizes building a leadership structure that supports collaboration, teacher expertise, and effective literacy instruction. Our school administrators will have the opportunity to learn from today's most highly respected K-6 literacy leaders. There is also an Administrator Luncheon on Monday to provide networking opportunities with peers. One more highlight, if our district registers at least five of our staff for full conference registration, we may qualify for one administrator to attend for FREE!

Please consider prioritizing the funding for this professional development experience. (I/We) have also attached a budget worksheet detailing the cost breakdown for the event, including registration fees, travel expenses, and estimated daily expenses, for your review. **If (I/we) register and pay before December 15, 2019, (I/we) can save (school/district) money.**

The opportunity for (me/us) to gain knowledge in (area of expertise) makes (my/our) attendance at the **2020 National Reading Recovery & K-6 Literacy** a wise investment. (I/We) appreciate your support of continuous improvement for our (school/district) and thank you in advance for your thoughtful consideration.

Sincerely,

[Your name]

Topics covered

There's something for everyone!

K-6 Classroom Teachers and Title I Teachers

Accelerating Struggling Readers
Assessment to Guide Instruction
Reading/Writing Workshop
Vocabulary Development
Deepening Comprehension
Fostering Independent Readers & Writers
Dyslexia
Strengthening Teacher Decision Making
Supporting EL Students
Differentiated Learning
Reading & Writing Across the Content Areas
Phonological Awareness
Oral Language
Interactive Conversations
Phonics Instruction
Guided Reading & Writing
Children's Literature
Word Study/Word Knowledge
Fiction & Nonfiction Texts
Power of Running Records
Diverse Learners in the Classroom
Building Classroom & School Community
Literacy Instruction & Socio-Emotional Learning
Technology

School and District Administrators

Culture of Continuous Improvement
Teacher Expertise to Support All Learners
Comprehensive Literacy Plan
Dyslexia
Strengthening Tier 1 Instruction
Practice-based Evidence
Early Literacy Intervention
Collaborative Data Inquiry
Culture of Continuous Improvement
University Partnerships
Leadership Institute (Saturday)

EL Teachers

Language Development through Conversation
Purposeful Talk
Intentional Teacher Responses
Early Literacy Foundation for EL
Environments that Promote Risk Taking

Powerful Running Record Analysis

Book Selection

Literacy Coaches

Tapping into Your District's Expertise

Intentional Coaching for Focused Instruction

Coaching for Independence

Impact Through Coaching

Power of Coaching Conversations

Coaching Around the Reading Process

Staff Professional Development Experiences

Coaching Model and Framework

Relationships & the Culture of Literacy

Coaching for Transformation

Reading Recovery-Trained Professionals

Strategic Processing/Monitoring

Scaffolding Teacher Decision Making

Teacher & Student Problem Solving

Comprehension

Oral Language Development/EL

Phonological & Phonemic Awareness

Change Over Time in Learning & Teaching

Running Records

Reciprocity

Writing

Word Work/Vocabulary Development

Collaboration

Hard for Me to Teach

Teaching for Independence & Acceleration

Reflective & Responsive Teaching

Emotion, Motivation, Engagement

Technology

Roaming

Book Introductions

Familiar Reading

Teachers of Special Populations

Struggling Readers

Problem Solving & Teacher Decision Making

Oral Language

Collaboration

Acceleration in Learning

Vocabulary Development

Technology

Language Structures

Mentor Texts

Supporting Language Development & Literacy Learning

Who are the Conference attendees?

K-6 Classroom Teachers | Building & District Administrators | Literacy Coaches & Specialists
Curriculum & Language Arts Specialists | Interventionists | Special Education Teachers |
EL Teachers | Title I Teachers & Coordinators | Media Specialists | Reading Recovery Professionals

In 2019, the National Conference attendance represented: 7 countries and 47 States and US Territories. Over 77% of our attendees attended the full conference and more than half were the decision-makers.

Registration Fees

Preconference and Leadership Institutes:

The Preconference and Leadership Institutes are held on Saturday, February 8, from 9:00 am-3:30 pm (lunch included). **Early Rate applies to registrations with payment received by December 15, 2019** (POs do not qualify as payment).

	RRCNA Member Early Regular	Non-Member Early Regular
Preconference Institutes	\$240 \$285	\$320 \$365
Leadership Institute	\$290 \$345	\$365 \$415

Conference Registration:

Sessions are held Sunday, February 9-Tuesday, February 11.

Early Rate applies to registrations with payment received by Dec. 15, 2019 (POs do not qualify as payment).

Meals included in the Full Conference registration fee are Sunday and Monday box lunch. Partial registration includes the meal(s) for the day(s) you are registered.

	RRCNA Member Early Regular	Non-Member Early Regular
Full Conference (Sun.-Tues.)	\$435 \$495	\$515 \$585
Sunday Only	\$295 \$395	\$370 \$440
Sunday/Monday	\$380 \$445	\$455 \$525
Monday/Tuesday	\$380 \$445	\$455 \$525

**2020 NATIONAL READING RECOVERY & K-6 LITERACY CONFERENCE
BUDGET WORKSHEET**

Estimated cost to attend the National Conference

Expense	Guideline	Cost
Conference Registration Fees	View the 2020 National Conference Fees	
Administrator Luncheon; if applicable	Optional , Luncheon to network and discuss leadership issues with peers, ticket required. (\$10 per ticket) Monday 11:45am	
Special Interest Meetings; if applicable	Optional Meetings include 4 different special interest areas (choose one): Literacy Coaches, RR Site Coordinators, DLL, and Literacy Lessons. Meetings include discussion of issues with your peers. Coffee & bagels served. Ticket required (\$10 per ticket) Sunday 8:00-9:30am	
35 th Anniversary Celebration Luncheon	Optional , Luncheon celebrates 35 years of Reading Recovery in North America, ticket required. (\$20 per ticket) Sunday Noon-1:30pm	
Food Per Diem (Lunch included on Sunday & Monday - and Saturday if registering for a Preconference or Leadership Institute)	See the U.S. General Services Administration for Per Diem Food rates in Columbus, Ohio	
Flight	John Glenn Columbus International Airport - Code: CMH (formerly Port Columbus International Airport) See flycolumbus.com for information	
Lodging	View the 2020 National Conference hotel information	
Transportation from Airport to Hotel; if applicable	View Airport and Ground Transportation information	
Mileage Reimbursement	Driving to Columbus, Ohio? To the airport for your flight? Use online driving distance (Google Maps etc.) to calculate distances, then multiply miles by 58 cents/mile (IRS standard for 2019).	
Parking Reimbursement	Airport parking lot fees at your airport, or at a hotel in Columbus	
Exhibitor/Products	Optional . Products from RRCNA or Conference Exhibitors	
RRCNA Membership	Optional . Joining or renewing your membership is \$75. This must be done <u>prior</u> to registering.	
Subtotal		\$0.00
Total number of employees attending		0
TOTAL		0

Alternative funding options

Funding for your Conference participation may be available through funds your school receives through the Every Student Succeeds Act (ESSA). Additionally, some organizations like parent-teacher organizations, foundations, state and local government, corporations, and associations may fund teacher professional development.

Here are some organizations to help find grants:

- Reading Recovery Council of North America Professional Development Grants found on page 11 of the registration brochure.
- The Grants.gov program management office was established, in 2002, as a part of the President's Management Agenda. Managed by the Department of Health and Human Services, Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget.
<https://www.grants.gov>
- GrantSelect is an online database of funding opportunities such as grants (for programs, projects, planning, start-up, endowments, technical assistance, facilities and equipment, etc.), awards, and fellowships for example. <https://www.grantselect.com/>
- Dedicated GrantWatch researchers and grant associates, publish the newest grants and letters of inquiry (daily) and archive the grants with past funding dates. Government agencies, foundations, and corporations post the details of their funding opportunity for free through their dedicated portal.
<https://www.grantwatch.com/grant-search.php>
- ENGLISH LANGUAGE ACQUISITION STATE GRANTS <https://www2.ed.gov/programs/sfgp/index.html?exp=0>
- The Teacher Quality Partnership (TQP) grant program, authorized in Title II of the Higher Education Act, is the only federal initiative designed to strengthen and reform educator preparation at institutions of higher education.
<https://aacte.org/policy-and-advocacy/federal-policy-and-legislation/435-teacher-quality-partnership-grants>
- Special Education -- State Personnel Development Grants Program
<https://www2.ed.gov/programs/osepsig/index.html>
- Special Education--Personnel Development to Improve Services and Results for Children with Disabilities <https://www2.ed.gov/programs/osepprep/index.html>



2020 CONFERENCE FACT SHEET

Greater Columbus Convention Center & Hyatt Regency Hotel

400 North High St. | Columbus, OH 43215

Full Conference Feb. 9-11, 2020

Leadership & Preconference Institutes Feb. 8, 2020

2019 Conference and Hotel Pricing	
	Price Range
Leadership Institute (Saturday)	\$290-415
Preconference Institute (Saturday)	\$240-365
Full Conference (Sunday – Tuesday)	\$435-585
Conference Hotels	\$143-183/night

School administrators on the 2019 Conference:

"What a great way to champion literacy at our school! The keynote speakers did outstanding presentations. This was a great way to "recharge the batteries" for the rest of the school year."

"This conference validated great work and provided professional development opportunities that advance the knowledge of new or experienced practitioners. Administrators are provided knowledge to support staff and make critical decisions to advance literacy."

Institutes and Conference: Member and Non-member pricing available * Conference has flexible scheduling options
Credit cards, checks and purchase orders are accepted. Payment must be received **prior to the commencement of Conference**. (Purchase orders do not qualify as payment. Payment is when the check is received and applied toward the invoice.)

Conference Hotels: All Conference hotels surround the Conference venue and are within one block. Hotel tax is 17.5% and not included in the daily room rate. Parking rates range from \$15-\$28/car/day at Conference hotels.

CONFERENCE HIGHLIGHTS:

- **Leadership Institute** – Jenni Donohoo is leading a full-day Leadership Institute for school administrators and their leadership teams. The topic is *Quality Implementation: Leveraging Collective Efficacy to Make 'What Works' Actually Work in Schools*. Lunch is included.
- **New Middle School, Grades 5-8 Institute** - Penny Kittle is leading a full-day preconference institute for middle school educators. The topic is *Planning to Engage and Empower Readers and Writers*. Lunch is included.
- **4 K-6 and Reading Recovery Preconference Institutes** – Expand your Conference learning experience by adding a one-day Preconference Institute session to your registration. Institute speakers include: Kylene Beers & Bob Probst, Kathy Collins & Matt Glover, Jim Schnug, Mary Fried, & Leslie McBane, and Jamie Lipp, Cheri Slinger, & Jeff Williams. Lunch is included.
- **Tailor your own learning experience** – Choose the days and sessions you attend – earn up to 17.5 clock hours of professional development – optional graduate credit through Ashland University.
- **Choose from over 100 sessions** that focus on strengthening literacy outcomes for K-6 students.
- **Learn from nationally-recognized literacy experts** – Keynotes include Adria Klein, Douglas Reeves, and Nikki Grimes.
- **Build your knowledge of literacy instruction** from experts around the world – Featured speakers are Ralph Fletcher, Stephanie Harvey, Aeriale Johnson, Mary Fried, Allyson Matczuk, and K. Journey Swafford. Jan Richardson and Maria Nichols will also present sessions.
- **Expand your network of literacy educators** – Attend special events, exhibit booths, and author book signings throughout the Conference. Network with your peers and international literacy leaders.
- **Administrator Luncheon**, Monday, February 10 - Join other administrators for a special lunch to network and discuss issues surrounding leadership with their peers. A \$10 ticket purchase is required.

- **35th Anniversary Celebration Luncheon**, Sunday, February 9 – Come celebrate 35 years of Reading Recovery in North America. A \$20 ticket purchase is required.
- **Special Interest Groups** – Join a Group! Groups meet on Sunday from 8:00-9:30am for open discussions on a variety of topics. Bagels and coffee served; \$10 ticket required.
- **Free Full Conference Registration for Administrators** – All that is needed are 5 or more paid Full Conference (Sunday-Tuesday) registrations from their district. **One free Full Conference (Sunday-Tuesday) registration per district.** A separate form must be completed prior to registering the administrator. **Offer ends Dec. 15, 2019.**

CANCELLATION, TRANSFERS, AND REFUND POLICY

You will be asked to read, agree to, and sign-off on the policy below as you are registering for the Conference.

If you must cancel your registration, you can transfer it to another person by notifying the Conference Office by email at conferenceinfo@readingrecovery.org or fax 614-310-7342 by January 31, 2020.

Refunds will be given if written notice is postmarked by Dec. 15, 2019. No phone calls will be accepted. **Refunds will not be given after Dec. 15, 2019.**

There will be a \$50 administrative fee charged for all refunds. Please note that submission of this registration is a commitment to pay if the Conference is held, **regardless of weather conditions.**

No-shows will be invoiced directly and subject to collections for the full amount. Unpaid registrations (including no-shows) will necessitate barring registration from future Reading Recovery conferences, academies, and institutes sponsored by RRCNA. **Refunds will not be given after Dec. 15, 2019.**