

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: February 11, 2022

Re: Action Memo
February 23, 2022 Board Meeting

Request Board approval for Rona Johnson and Simone Marques to attend 2022 NJTESOL/NJBE Spring Conference on June 2-3, 2022 in New Brunswick, NJ to include the following. Cost covered by Title III funds.

Registration: \$314.00 per person (early registration by 3/4/22, otherwise price increase)

Hotel: \$179.00 (plus additional tax and fees) a night for 1 night, 1 room

Meals: \$51.75 a day per person x 2 days (per diem rate)

Mileage: \$52.50 each person (75 miles each way x .35 per mile)

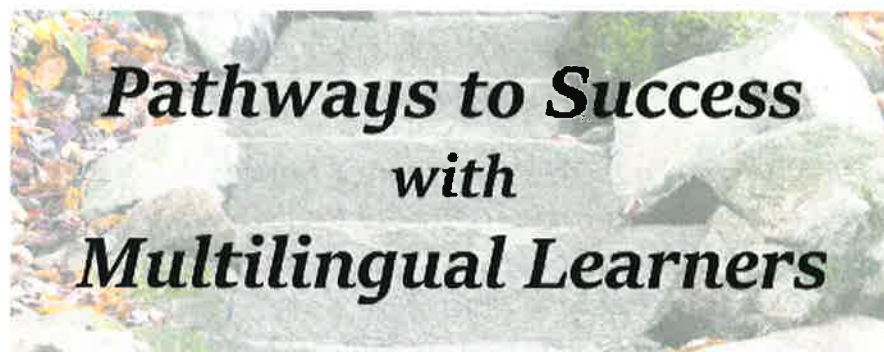
Tolls: \$100.00 (approximate)

Parking: \$28.00 (\$7.00/day x 2 days per person)

Approximate Total: \$1268.00 (plus tax and fees, subject to change)

Registration for
the

2022
NJTESOL/NJB
E Spring Conference



We are excited to inform you that our 2022 Spring Conference will have two components to choose from:

- In-Person Conference: June 1,2 & 3 at the Hyatt Regency Hotel, New Brunswick
- Video Library Conference: Access starting on June 4th through September 5th

Schedule for 2022 – All three days & Video Library: General interest, Content Area Instruction, Pre-K through 12, Higher Ed, Teacher Ed, Adult Ed, & K-12 Administrators, Bilingual Ed. & Biliteracy

This will give us many opportunities to provide high quality professional development to everyone.

In-Person Conference – you can register to attend 1, 2 or 3 days at the Hyatt Regency Hotel choosing from many different workshops. * *If you register and pay for 2 or 3 days of the in-person conference you will also have access to the Video Library.

Video Library Conference – you register to have access to a select collection of library workshops on demand from June 4th through September 5th. Please note that the Select Collection of workshops will not include the Keynotes or Special Invited Guest Speakers. There will be no Q&A.

Professional Development Hours

NJTESOL/NJBE is a New Jersey registered provider. In-Person participants will be

able to earn professional development hours each day, based on their attendance at the workshops offered at the conference. Video Library participants will be able to earn professional development hours for each workshop viewed. Your time viewing will be tracked by your personal login. You can earn PD hours from June 4th through June 30th.

Early Registration runs from September 22, 2021 to March 4, 2022

Regular Registration runs from March 5, 2022 to May 1, 2022

There are two ways to register:

- **Paying with a Purchase Order or Check:** You will need to use the *2022 Spring Conference Attendee Printable Registration Form* and mail it with an approved/signed purchase order or check. PO's and registration forms are NOT accepted by fax or email.
Note: Districts may send a single PO with multiple registration forms filled out by each teacher.
- **Paying with a credit card or PayPal account:** You will need to use the *2022 Spring Conference Attendee Credit Card/PayPal Online Payment Registration Form*. The online form is ONLY for those paying by credit card or PayPal.

Registrations will be accepted until **May 1, 2022** (unless capacity is reached prior to that date.) Dates and rates are firm. Please plan accordingly to account for school processing time and regular mail.

A one-year NJTESOL/NJBE membership is a gift of the organization to all paid conference attendees. If you are already a member, your membership will be extended for one year from your date of expiration.

You will be able to register online separately for the President's Awards Ceremony on be held Thursday, June 2 at 6 PM

Please also consider donating to the scholarships.

Please carefully read the following important information about registration:

- Once registered you cannot change "type" of registration.
- We DO NOT accept Fax or Email Registrations.
- Splitting a registration is NOT permitted. In-Person registrants will be required to present ID when "checking-in" each day of the conference. Video Library registrants will be required to use their personalized login that will be supplied by NJTESOL-NJBE just prior to the conference.
- Registration forms and PO (or check) must be mailed together. Registration forms mailed without payment (check or an actual signed/approved PO) will

- not be processed or considered. PO's mailed without registration forms will not be processed or considered. Requisitions or just PO #'s are not sufficient.
- ~~\$40~~ Processing fee for cancellations – No cancellations/refunds after May 1, 2022
- (All cancellations must be in writing and sent to business-admin@njtesol-njbe.org by May 1st.)
- ~~\$25~~ Fee for changes in payment processing
- Registration closes on May 1, 2022.
- Lunch is a gift of the organization and not included in the registration cost.
- Depending on the requirements of the state of NJ, the county health department, and the hotel, we may need to require masks, social distancing, vaccinations, or proof of a negative Covid test.

Confirmation of Registration and Email Address: Email confirmations will be sent out to all registrants as they are processed. You MUST supply a legible email address. Watch out for this email. This email will confirm your registration AND your correct email address. If you do not receive a confirmation email contact business-admin@njtesol-njbe.org to check your registration status. Do not wait until it is too late. Registration deadline dates are firm.

Conference Schedule & Website: Just prior to the conference you will receive an email inviting you to the conference website, where you will find specific information on how to log in, set up your profile, and plan which workshops you want to attend.

Attendee Registration Forms:

- *For those paying with a purchase order or check use the following link:*
[2022 Spring Conference Attendee Printable Registration Form](#)
- For those ONLY paying with a credit card or PayPal account use the following link:
[2022 Spring Conference Attendee Credit Card/PayPal Online Payment Registration](#)

NJTESOL/NJBE, Inc.

New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators, Incorporated

2022 SPRING CONFERENCE

IN-Person (June 1, 2 & 3) OR Video Library (June 4 through September 5)

Hyatt Regency, New Brunswick, NJ

Attendee Conference Registration Form

Send one completed form for each person.

Name (First) Rona (Last) Johnson Phone (C) 609-709-8333
Home Address 860 Nugentown Rd Phone (W) 856-652-2700 ext 8180
City Little Egg Harbor State NJ Zip 08087 County of Residence Ocean
PERSONAL email (required) johnsonrona89@gmail.com

(Please Print Clearly - Email confirmations will be sent out to all registrants who provide a PERSONAL email address above.)

School District/Affiliation Glassboro Public School District Position ESL Teacher

Registration Information:

- We DO NOT accept registrations and/or PO's by email or fax. Registration forms and check/PO MUST BE MAILED together to the address listed on page 2
- Registration forms mailed without payment (check or an actual signed/approved PO) will not be processed or considered. Requisitions or just PO #'s are not sufficient.
- *THERE WILL BE NO ON-SITE REGISTRATION*
- \$40 Processing fee for cancellations (All cancellations must be in writing & sent to business-admin@njtesol-njbe.org by May 1, 2022). No cancellations/refunds after May 1, 2022. \$25 Fee for changes in payment processing.
- In-Person registrants - Splitting a two and/or three-day in-person registration is **not** permitted. You must attend on the day(s) you are registered for. For the video library registrants - each registration will be required to use their personalized log-in supplied by NJTESOL/NJBE just prior to the conference.
- A one-year NJTESOL/NJBE membership is a gift of the organization to all paid conference registrants.
- (Dates & rates are firm - please plan accordingly).
- One PO per district is preferred. Please send a list of registrants with the completed forms.
- No changes can be made to the "type" of registration once registered.
- Depending on the requirements of the state of NJ, the county health department, and the hotel, we may need to require masks, social distancing, vaccinations, or proof of a negative Covid test.

1.) Mark type of Registration: In-Person Conference or Video Library Conference (page 2)

☒ **In-Person:** Mark dates & rates for attending in-person at the Hyatt (June 1, 2 and/or 3)

In-Person Conference Registration - Early Rates: Must be RECEIVED BY March 4, 2022 (via regular mail, NOT ACCEPTED by FAX or EMAIL)

Choose the day(s) you will attend: ☐ Wednesday (June 1) ☒ Thursday (June 2) ☒ Friday (June 3)

☐ One Day - \$234 ☒ Two Days - \$314 (includes Video Library) ☐ Three Days - \$394 (includes Video Library)

In-Person Conference Registration - Regular Rates: Must be RECEIVED BY May 1, 2022 (via regular mail, NOT ACCEPTED by FAX or EMAIL) (registrations will be accepted until May 1, 2022, unless capacity is reached before this date)

☐ One Day - \$274 ☐ Two Days - \$354 (includes Video Library) ☐ Three Days - \$434 (includes Video Library)

In-Person Registration for Teachers' Aides/Parents of Children in ESL/Bilingual (must be sponsored by school district), Retirees, Full-Time Students (All MUST PROVIDE documentation to receive these discounted rates)

☐ One Day - \$119 ☐ Two Days - \$199 ☐ Three Days - \$279

Office Use Only:

Date Rec'd: _____ Date Processed: _____ Chk. #: _____ Amt. Rec'd: _____

- ☐ **Video Library Conference** (Access to Select Collection of Pre-Recorded Workshops.
Starting June 4th through September 5 (PD hours earned until June 30th)

Video Conference Registration - Early Rates: Must be RECEIVED BY March 4, 2022 (via regular mail, NOT ACCEPTED by FAX or EMAIL)

- ☐ \$299 - Access to Select Collection of Workshops – Available to start viewing on June 4th

Video Conference Registration – Regular Rates: Must be RECEIVED BY May 1, 2022 (via regular mail, NOT ACCEPTED by FAX or EMAIL)

- ☐ \$399 Access to Select Collection of Workshops – Available to start viewing on June 4th

Video Registration for Teachers' Aides/Parents of Children in ESL/Bilingual (must be sponsored by school district), **Retirees, Full-Time Students** (All MUST PROVIDE documentation to receive these discounted rates)

- ☐ \$199 Access to Select Collection of Workshops – Available to start viewing on June 4th

2. Select if you wish to attend the President's Awards Ceremony & Reception:

President's Awards Ceremony & Reception - June 2, Thursday Night 6:00 PM - \$25

- ☐ I plan on attending the reception at the Hyatt – Optional suggested scholarship donation of \$25 per person included **or** to donate online, go to <https://njtesol-njbe.org/spring-conference/reception-awards/>
☐ I would like to attend the ceremony online
☐ I do not plan on attending the ceremony

3. Scholarship Fund Donation: ☐ \$5 ☐ \$10 ☐ \$25 ☐ \$50 ☐ \$100 ☐ Other _____

4. Method of Payment:

____ Check (enclosed and made payable to NJTESOL/NJBE, Inc.)

☒ Purchase Order (Payable to NJTESOL/NJBE, Inc.) *Payment on purchase orders is due by the event (June 1).

Mail to: NJTESOL/NJBE, Inc.

230 Ashland Ave.

Cherry Hill, NJ 08003

5. *Follow Up***:**

Email confirmations will be sent out to all registrants who provide a personal **legible** email address. If your registration is being sent by your school and you have not received a confirmation, please check to assure that the registration form and purchase order has been sent by your school.

Membership information

Would you like your e-mail address added to the listserv (hotlist)? You will receive email about employment opportunities, workshop and conference announcements, questions about state laws and standards, and more.

☒ Yes ☐ No

Preferred email address for the hotlist:

johnsonrona89@gmail.com

Please circle **ONE** or **TWO** numbers for the Special Interest Group or Groups (SIG) you wish to belong to:

- ☒ 1. Early Childhood (Pre-K – K)
- ☐ 2. Bilingual Elementary Education
- ☒ 3. ESL Elementary Education Grades 1-5
- ☐ 4. ESL Grades 6-8
- ☐ 5. Bilingual Secondary Education
- ☐ 6. ESL Secondary Education
- ☐ 7. Higher Education
- ☐ 8. Teacher Education
- ☐ 9. Special Education
- ☐ 10. Adult Education
- ☐ 11. Parent/Community Action
- ☐ 12. Supervisors

First Choice 3 Second Choice 1

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Hyatt Regency, New Brunswick, NJ

Attendee Conference Registration Form

Send one completed form for each person.

Name (First) Simone (Last) Marques Phone (C) 856-340-0377
Home Address 131 Tilford Rd. Phone (W) 856-652-2700
City Somerdale State NJ Zip 08043 County of Residence Camden
PERSONAL email (required) simone.1309@yahoo.com

(Please Print Clearly - Email confirmations will be sent out to all registrants who provide a PERSONAL email address above.)

School District/Affiliation Glassboro Public School District Position Bilingual Teacher

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12. Supervisors

First Choice 1 Second Choice 3