

STATE OF NEW HAMPSHIRE

Honorarium or Expense Reimbursement Report (RSA 15-B)



Type or Print all Information Clearly:

Name: Kenneth J. Relihan Work Phone No. 271-6151

Work Address: 101 Pleasant St., Concord

Office/Appointment/Employment held: Educational Consultant

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

Name of source: _____

Post Office Address: _____

Occupation: _____

Principal Place of Business: _____

If source is a Corporation or other Entity:

Name of Corporation or Entity: Amplify Insight

Name of Corporate/Entity Representative: Celia Kerr

Work Address of Representative: 55 Washington St., Suite 900, Brooklyn, NY 11201

Value of Honorarium: _____ Date Received: _____ If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate. [] Exact [] Estimate

Value of Expense Reimbursement: \$209.13 Date Received: 10/22/13 A copy of the agenda or an equivalent document must be attached to this filing. [x] Exact [] Estimate

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

Smarter Balance training

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief"

Signature of Filer: Kenneth J. Relihan

Date Filed: 11/15/13

5/06

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Return to: Secretary of State's Office, State House Room 204, Concord, NH 03301

RECEIVED DEC 5 2013 NEW HAMPSHIRE DEPARTMENT OF STATE

Relihan, Kenneth

From: Celia Kerr <ckerr@amplify.com>
Sent: Tuesday, September 10, 2013 6:21 PM
To: joe.digarbo@ct.gov; Joseph.amenta@ct.gov; tutita.casa@uconn.edu; jeff.greig@ct.gov; james.moriarty@ct.gov; gail.pagano@ct.gov; charlene.tate.nichols@ct.gov; joanne.white@ct.gov; james.hertzog@doe.k12.de.us; bonniea@udel.edu; theresa.bennett@doe.k12.de.us; james.dick@doe.k12.de.us; katia.foret@doe.k12.de.us; carolyn.lazar@doe.k12.de.us; jonmanon@udel.edu; renee.parsley@doe.k12.de.us; shelley.rouser@doe.k12.de.us; brian.touchette@doe.k12.de.us; michael.watson@doe.k12.de.us; denise.weiner@doe.k12.de.us; sherry.dolloff@maine.gov; morgan.dunton@maine.gov; deborah.howard25@gmail.com; paula.hutton@maine.gov; leearn.larsen@maine.gov; dlynch@une.edu; michele.mailhot@maine.gov; ron.robert@msad60.org; Mantie, Scott; Fortier, Merry; Freeda, Stanley; Morgan, Susan; Rainie, Jennifer; Relihan, Kenneth; Somoza-Norton, Andrea; Steady, Mary; frank.gerdeman@state.vt.us; MaryAnn.Minardo@state.vt.us; Julie.Conrad@state.vt.us; Lori.Dolezal@state.vt.us; Pat.Fitzsimmons@state.vt.us; Cindy.Moran@state.vt.us; Tracy.Watterson@state.vt.us; mkajfez@access.k12.wv.us
Cc: Rafael Reyes; Heather McRae-Woolf; chrys.mursky@smarterbalanced.org; jsnow@mt.gov; colleen.anderson@iowa.gov; rmckenn@wested.org; mcolla@wested.org; Celia Kerr; Tonika Cheek Clayton
Subject: State Leadership Team (SLT) Training Reminder – Hartford, CT
Attachments: Agenda-SLT Session 3 Final-Hartford-20130910.pdf; SLT Training Travel Policy-Final.pdf

Dear State Leadership Team Member,

As you are aware, your first in-person State Leadership Team training will be held in Hartford, CT on September 18 and September 19 beginning at 8:30am. This email contains important reminders about your training.

This two-day meeting will build on the Session 1 and Session 2 webinars. During this meeting, you will have the opportunity to practice completing Cover Profiles, develop an understanding of the Gate-Keeping Criteria, explore the Digital Library software, and plan for Session 3 of the State Network of Educators (SNE) training that you will deliver.

Topic: Submitting Quality Resources and Navigating the Digital Library

Meeting Dates: September 18-19, 2013 from 8:30am-4:30pm each day

Meeting Location: Institute of Business and Technology Development (ITBD), 185 Main Street, 3rd floor, New Britain, CT 06051

Technology Requirements: Please remember to bring a laptop that has a USB port and runs Internet Explorer 9+, Chrome, Firefox, or Safari web browsers with you to the training.

Preparation: Please view Session 1 and Session 2 webinars prior to the first day of your training. Links to both Session 1 and Session 2 are located here: <http://www.amplify.com/smarter-balanced-digital-library>.

Hotel: Fairfield Inn and Suites, 400 New Britain Avenue, Plainville, CT 06062

I have made hotel reservations for you for Tuesday night and Wednesday night, unless I have previously confirmed other arrangements with you. If you have any changes to this schedule, please contact me as soon as possible at ckerr@amplify.com. Amplify is paying directly for the cost of guest rooms and tax associated with State Leadership Team Trainings. You will be asked to provide a credit card upon check-in to cover incidentals.

The hotel is approximately 20 miles from the Bradley International Airport (BDL). The hotel is also accessible from the Amtrak stations in Hartford, CT (HFD, 14 miles) and Kensington, CT (BER, 5 miles). The meeting location is approximately 3 miles from

the hotel. There is parking available at both the hotel and meeting location. If you are planning to drive to the training or to rent a car, we recommend carpooling if possible. There is no shuttle service at the hotel.

Meals: Breakfast and lunch will be provided at the meeting location on both Wednesday and Thursday. Breakfast will be available at 8:00am. Vegetarian options will be offered.

If you require special accommodations, please notify me as soon as possible at ckerr@amplify.com.

Reimbursement: You will be reimbursed for reasonable travel expenses, including: airfare or mileage to and from the meeting location; airport transfers; parking at the airport; and meals not provided at the meetings. Travelers should plan to stay within \$700 per training for air or train travel and other reimbursable expenses. Please email me at ckerr@amplify.com if you anticipate that these costs will exceed \$700.

Please keep receipts for the following:

- Airfare or train travel
- Taxis/airport transfers
- Airport or hotel parking
- Car rental
- Meals not provided at the meeting

For complete policies and guidelines on travel arrangements and reimbursements, please review the attached document.

Reporting Expenses: Timely reimbursement is a high priority. We will provide information to guide you through Concur, our expense reporting system, during the training session. If you'd like to set up your profile in Concur at the training, you will need your routing and bank account numbers. Expenses submitted through Concur will be reimbursed through direct deposit.

If you have any questions, feel free to contact me at ckerr@amplify.com.

Thank you.

Celia Kerr
Amplify

Celia Kerr
Amplify Insight
55 Washington Street, Suite 900
Brooklyn, NY 11201
t. 212-796-2490 (Please note new number)
amplify.com
ckerr@amplify.com



SLT Session 3 Agenda

Training 1: Introduction to the Digital Library and Submitting Quality Resources

SLT Session 3

Institute of Business and Technology Development (ITBD), 185 Main Street, New Britain, CT 06051
 3rd Floor, Sikorsky and Howe Rooms
 September 18-19, 2013

Topic: Submitting Quality Resources and Navigating the Digital Library

Day 1 – Wednesday, September 18

Time	Topic
8:00 am – 8:30 am	Continental Breakfast
8:35 am – 10:30 am	Setting the Stage and Reflecting on Sessions 1 and 2
10:30 am – 10:45 am	Break
10:45 am – 12:30 pm	Examining the Cover Profile Template
12:30 pm – 1:30 pm	Lunch
1:30 pm – 2:45 pm	Understanding the Importance of the Cover Profile in the Review Process
2:45 pm – 3:00 pm	Break
3:00 pm – 4:00 pm	Using the Digital Library Software
4:00 pm – 4:30 pm	Reflecting on the Learning and Day 1 Evaluation
4:30 pm – 5:00 pm	Reimbursement/Concur Q and A (optional)

Day 2 – Thursday, September 19

Time	Topic
8:00 am – 8:30 am	Continental Breakfast
8:35 am – 9:15 am	Revisiting Day 1 Topics
9:15 am – 10:45 am	Supporting Your State Network of Educators (SNE)
10:45 am – 11:00am	Break
11:00 am – 12:30 pm	Team Planning Time for SNE Session 3
12:30 pm – 1:30 pm	Lunch
1:30 pm – 2:45 pm	Team Planning Time Continues for SNE Session 3
2:45 pm – 3:00 pm	Break
3:00 pm – 4:00 pm	Team Planning Time Continues for SNE Session 3
4:00 pm – 4:30 pm	Reflecting on the Learning and SLT Training Evaluation