



LEARNING THROUGH DESIGN

Coaching &
Consulting

INVOICE: November 16, 2015

Re: Delaware Design-Lab High School

For Professional Services Rendered, November 5 – November 12, 2015

Activities:

- Development + strategy meetings with Joe Mock specific to Teacher Support Plans
- Draft of All School Positive Behavior System (Mock's Leadership & Excellence Program) + Supplemental materials
- Meetings with Durrell Harris, Dean
- Phone conferences with Dr. Alvarez, Mr. Lattimore & Mr. Chapman
- Meetings with Olivia Dreibelbis
- Classroom Observations: 3 full walkthroughs
- Teacher 1:1 meetings
- PTA meeting: Leadership Prep + PTA meeting
- Meetings with Dr. Rayala + Dr. Alvarez + Loretta
- Prep + Delivery of Fri 11/6 Full Faculty Professional Development

Thurs 11/5= 11 hours

Fri 11/6= 9 hours

Sun 11/8= 4 hours

Mon 11/9= 9 hours

Tues 11/10=11 hours

Thurs 11/12=10 hours

54 hours @ \$50/hour

TOTAL: \$2,700

Per 8/16/2015 Services Agreement

Rate. During the Term, for services rendered, Design-Lab shall pay a per diem rate of four hundred dollars (\$400) for eight (8) service days in August 2015 and twenty (20) service days throughout the school year as agreed upon, payable upon Service Provider invoicing Design-Lab during the Term.

Mary Elizabeth Bongiovanni • Learning Through Design • Consulting and Coaching

Mobile (484) 343-3269

mebongiovanni@gmail.com

Vendor
264177

Voucher 02890264

Delaware Design Lab Voucher Form

Approver #1 Signature: _____

Date: _____

Approver #2 Signature: _____

Date: _____

Vendor: _____

Vendor ID: _____

Mailing Address: _____

Today's Date: _____

Invoice #:

Invoice Date:

Invoice Amount:

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To
2227.36	90000000	2016	109	960900	99900300	05213	54105	99999	96-4055	96-4065301

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

VOUCHER#

02852363

Request for Reimbursement

Expenses: Mary Elizabeth Bongiovanni

August 2015

Teacher Training at Delaware Design Lab High School

Airfare	\$622 ✓	Round trip
Baggage check	\$50	\$25 each trip ✓
Meals	\$25 S. Philly Tap Room ✓	Dinner: my portion of bill incl. tip
	\$25 Beau Monde ✓	Dinner: my portion of bill incl. tip
	\$25 Bing Bing Dim Sum ✓	Dinner: my portion of bill incl. tip
	\$88.69 Acme 90.29 ✓	Food for Teachers: 2 Days of Snacks
	\$13.75 Cibo Bistro ✓	Food only
	\$22.03 Starbucks ✓	2 breakfasts
Car	\$1,247.83 ✓	Enterprise rental
	\$20.10 gas ✓	7-Eleven
	Cab \$58.00 ✓	City Wide Cab Co
	Cab \$28.36 ✓	Uber

TOTAL REIMBURSEMENT: \$2,225.76

1.60
2227.36

4433 Northside Pkwy
Unit 234 NW
Atlanta GA 30327
Vndr 264177
Vchr 02852363

Delaware Design Lab Voucher Form

Approver #1 Signature: _____ Date: _____
Approver #2 Signature: _____ Date: _____
Vendor: Mary E Bongiovanni Vendor ID: _____
Mailing Address: _____

Invoice #: 01292016 Today's Date: 2/1/16
Invoice Date: 1/29/16
Invoice Amount: 4732 69

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To
<u>4732.69</u>	<u>60101721</u>	2016	109	960900	99900300	05213	<u>55667</u>	99999	96-4065	96-4065301

009 98000

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

VOUCHER# 02969295

Request for Reimbursement: Part 1

Expenses: Mary Elizabeth Bongiovanni

January 25-January 29, 2016

Delaware Design-Lab High School

Airfare		Round trip	\$282.20
		Seat fees	\$39 X 2= \$78
	\$50	Baggage checks	\$25 X 2= \$50
			\$410.20 total ticket
Taxi (1 way)	\$65 + \$15 tip (crazy blizzard)	From PHL airport	\$80.00
Meals	1/24	Flyburger/ ATL airport	\$25.00
	1/25	Hope's Cookies	\$6.96
	1/26	Starbucks	\$3.75
	1/27	Bywood Seafood	\$25.00
Gas for car	1/28	Sharro	\$15.00
Professional Development Supplementals	1/28	Wawa	\$49.09
Design Aware Delaware Awards	1/28	CVS	\$105.00 7 gift cards
Design Aware Delaware Awards	1/28	CVS	\$312.69 10 gift cards Expo markers
		TOTAL	\$1,032.69

TOTAL REIMBURSEMENT: \$1,032.69

Voucher

02969295

60101721
55667



LEARNING THROUGH DESIGN

Coaching & Consulting

INVOICE: January 28, 2016

Re: Delaware Design-Lab High School

For Professional Services Rendered, January 23 – January 30, 2016

Activities: All activities specific to Professional Development offered to faculty on 1/28 with Rick Lappi, Design Delaware Conference prep, planning/coaching with principals, coaching teacher teams, planning and debriefs with Leadership

Sat 1/23/16 = 8 hours: prep & phone calls

Sun 1/24/16 = 4 hours: travel & prep

Mon 1/25/16 = 8 hours: assignments from principal, phone calls with Rick Lappi & principal, emails to teachers for conference assignments, develop materials

Tues 1/26/16 = 8 hours: on site

Wed 1/27/16 = 10 hours: on site

Thurs 1/28/16 = 11 hours: on site

Fri 1/29/16 = 11 hours: on site

Sat 1/30/16 = 4 hours: travel & capture of week for Leadership

74 hours @ \$50/hour

TOTAL: \$3,700

Per 8/16/2015 Services Agreement

Rate. During the Term, for services rendered, Design-Lab shall pay a per diem rate of four hundred dollars (\$400) for eight (8) service days in August 2015 and twenty (20) service days throughout the school year as agreed upon, payable upon Service Provider invoicing Design-Lab during the Term.

Mary Elizabeth Bongiovanni • Learning Through Design • Consulting and Coaching

Mobile (770) 714-5404

mebongiovanni@gmail.com

Request for Reimbursement: Part 1

Expenses: Mary Elizabeth Bongiovanni

January 25-January 29, 2016

Delaware Design-Lab High School

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		Seat fees	\$39 X 2= \$78
	\$50	Baggage checks	\$25 X 2= \$50
			\$410.20 total ticket
Taxi (1 way)	\$65 + \$15 tip (crazy blizzard)	From PHL airport	\$80.00
Meals	1/24	Flyburger/ ATL airport	\$25.00
	1/25	Hope's Cookies	\$6.96
	1/26	Starbucks	\$3.75
	1/27	Bywood Seafood	\$25.00
Gas for car	1/28	Sharro	\$15.00
Professional Development Supplementals	1/28	Wawa	\$49.09
Design Aware Delaware Awards	1/28	CVS	\$105.00 7 gift cards
Design Aware Delaware Awards	1/28	CVS	\$312.69 10 gift cards Expo markers
		TOTAL	\$1,032.69

TOTAL REIMBURSEMENT: \$1,032.69



**LEARNING
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DESIGN**
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Mary Elizabeth Bongiovanni • Learning Through Design • Consulting and Coaching

Mobile (770) 714-5404

mebongiovanni@gmail.com

Delaware Design Lab Voucher Form

Approver #1 Signature:

Date:

Approver #2 Signature:

Date:

Vendor:

Vendor ID:

Mailing Address:

Invoice #:

Today's Date:

Invoice Date:

Invoice Amount:

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To
565.29	60101721	2016	109	960900	99900300	05213	55667	99999	96-4065	96-4065301

009 98000

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

VOUCHER#

02974855

Delaware Design Lab Voucher Form

Approver #1 Signature: _____

Date: _____

Approver #2 Signature: _____

Date: _____

Vendor: _____

Vendor ID: _____

Mailing Address: _____

Invoice #:

12082015

Invoice Date:

12/8/15

Invoice Amount:

2687.50

Today's Date:

12/14/15

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To
2687.50		2015	109	960900	99900300	05213		99999	96-4065	96-4065301

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To

VOUCHER#

02899285



LEARNING THROUGH DESIGN

Coaching &
Consulting

INVOICE: December 8, 2015

Re: Delaware Design-Lab High School

For Professional Services Rendered, November 30 – December 4, 2015

Activities Include:

- Strategy meetings with Joe Mock specific to Mon 11/30 afternoon PD and ongoing Teacher Support Plans
- Delivery of 11/30 1:15 to 3:30 PD
- Meetings specific to prep for 12/1 All School Positive Behavior System (Mock's Leadership & Excellence Program)
- Full class observation + evaluation/feedback write-up on Alex Rikleen
- Phone calls from DLAB to potential speakers/guests
- 1:1 meeting with Gina Campanella, Ashley Bysiecky, Nancy Marvel
- Teacher meetings in content pairs with Dr. Rayala + meeting with Mr. Doherty on all things new to him
- Meetings with Joe Mock + Dr. Rayala specific to teachers of concern + immediate Special Ed Program Design
- Meetings with Dr. Rayala for XQ Superschool Challenge, Design Aware Delaware & immediate classroom needs or "musts"

Mon 11/30/15= 11 hours

Tues 12/1/15= 11 hours

Wed 12/2/15= 10 hours

Thurs 12/3/15= 11 hours

Fri 12/4/15= 7 hours

Driving hours total for commute: 3.75

53.75 hours @ \$50/hour

TOTAL: \$2,687.50

Per 8/16/2015 Services Agreement

Rate. During the Term, for services rendered, Design-Lab shall pay a per diem rate of four hundred dollars (\$400) for eight (8) service days in August 2015 and twenty (20) service days throughout the school year as agreed upon, payable upon Service Provider invoicing Design-Lab during the Term.

Mary Elizabeth Bongiovanni • Learning Through Design • Consulting and Coaching

Mobile (484) 343-3269

mebongiovanni@gmail.com

Voucher 02899295

Request for Reimbursement

Expenses: Mary Elizabeth Bongiovanni

November 30-December 4, 2015

Teacher Support at Delaware Design Lab High School

	Cost		
Airfare	370.20	Round trip	
Meals	3.06	Airport	
	25.00	Positano	
	16.42	Atlanta Bread	
	8.98	WaWa	
	25.00	Yang Ming	
Car	266.24	Enterprise rental	
Gas	19.95	Sunoco	
1 Car fare	28.41	Uber	
Tip	5.00	Uber	
2 Car far	21.39	Uber	
Tip	5.00	Uber	
	794.65		

TOTAL REIMBURSEMENT: \$794.65

Voucher 02956312

Request for Reimbursement

Expenses: Mary Elizabeth Bongiovanni

November 5, 6, 8, 9, 10, 11 of 2015

Teacher Support at Delaware Design Lab High School

Airfare	✓	\$284.20	Round trip
Baggage check	✓	\$25	Only charged 1 way
	✓	\$9.74 Paschals	Breakfast 11/4
	✓	\$25 Don Pablos <i>25.55</i>	Lunch Take Out 11/5: Joe Mock Lunch included
Meals	✓	\$25 S. Bahama Breeze	Dinner 11/6: my portion of bill incl. tip
	✓	\$25 Carlinos <i>24.50</i>	Lunch 11/7: Joe Mock Lunch included
	✓	\$25 Brigantessa	Dinner 11/10: my portion of bill
	✓	\$8.62 Green Leafs	Breakfast 11/13
Supplies	✓	\$13.62 Pretzel Factory	Teacher PD 11/6
	✓	\$6.43 True Value	Principal Office supplies
	✓	\$6.87 Wawa	Student rewards Top 2 items on receipt not included
	✓	\$122.15 Staples	Principal Office
Car	✓	\$232.49	Enterprise rental
	✓	\$20.87 gas	BP Broomall
	✓	Cab \$28.34 (+ \$6 tip)=\$34.34	Uber
	✓	Cab \$27.80 (+ \$6 tip)=\$33.80	Uber

TOTAL REIMBURSEMENT: \$898.33 185 days @ 400⁰⁰ per day \$ 2000⁰⁰Voucher #
02865693

Cat

60101721

Vender #

264177

Delaware Design Lab Voucher Form

Approver #1 Signature: _____

Date: _____

Approver #2 Signature: _____

Date: _____

Vendor: _____

Vendor ID: _____

Mailing Address: _____

Mary Beth Bongiovanni
4433 Northside Pkwy NW # 234
Atlanta GA 30327

Invoice #:

090115

Today's Date:

10/3/15

Invoice Date:

9/1/15

Invoice Amount:

3200.00

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Apprpr	Account	Program	Sch Code	Ship To
3200.00		2016	109	960900	99900300	05213		99999	96-4065	96-4065301

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Apprpr	Account	Program	Sch Code	Ship To

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Apprpr	Account	Program	Sch Code	Ship To

VOUCHER#

02791781 (August payment)