



**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: Mary Elizabeth Bongiovanni Vendor ID: 264177  
 Mailing Address: 4433 Northside Pkwy, NW, Unit 234  
Atlanta GA 30327  
 Invoice #: 11102015 Today's Date: 11/10/15

Invoice Date: 11/10/15  
 Invoice Amount: 2227.36

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To
2227.36	9000000	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
	<del>\$88.69</del> 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  


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 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	Appropriation	Account	Program	Sch Code	Ship To
4732.69	60101721	2016	<del>109</del>	960900	99900300	05213	55667	99999	96-4065	96-4065301
			009							

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

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropriation	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
		<b>TOTAL</b>	<b>\$1,032.69</b>

**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***

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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
		<b>TOTAL</b>	<b>\$1,032.69</b>

**TOTAL REIMBURSEMENT: \$1,032.69**



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INVOICE: January 28, 2016

**Re: Delaware Design-Lab High School**

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

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74 hours @ \$50/hour

**TOTAL: \$3,700**

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# Delaware Design Lab Voucher Form

Approver #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: Mary Elizabeth Bongiovanni Vendor ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Invoice #: 02022016 Today's Date: 2/3/2016

Invoice Date: 2/2/16

Invoice Amount: 565.29

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropr	Account	Program	Sch Code	Ship To
<u>565.29</u>	<u>60101721</u>	<u>2016</u>	<u>109</u>	<u>960900</u>	<u>99900300</u>	<u>05213</u>	<u>55667</u>	<u>99999</u>	<u>96-4065</u>	<u>96-4065301</u>
			<u>009</u>							

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

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

VOUCHER# 02974855

# Delaware Design Lab Voucher Form

Approver #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approver #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vendor: Marybeth Bongiovanni Vendor ID: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Invoice #: 12082015 Today's Date: 12/14/15  
 Invoice Date: 12/8/15  
 Invoice Amount: 2687.50

Amount	Cat Code	Bud Ref	Fund	Dept ID	Oper Unit	Appropri	Account	Program	Sch Code	Ship To
<u>2687.50</u>		<u>2016</u>	<u>109</u>	<u>960900</u>	<u>99900300</u>	<u>05213</u>		<u>99999</u>	<u>96-4065</u>	<u>96-4065301</u>

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



**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	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	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
	✓	\$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 18**

5 days @ 400<sup>00</sup> per day

\$ 2000<sup>00</sup>

Voucher #  
02865693

Cat

60101721

Vendor #

264177

# Delaware Design Lab Voucher Form

Approver #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: Mary Beth Bongociovanni Vendor ID: \_\_\_\_\_  
4433 Northside Parkway 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)