

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/29/19



-
- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 10/24/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: Stacy Edwards
Title: Finance

Subject: **Insights Summit**

Description: Travel for myself, Jessica Rutherford, John Salois, Sherie Blue and Everett Holm for training on the new Frontline Education system in San Antonio, TX March 24-25.

Financial Impact: \$ 2,108.66 ea

Funding Source (Budget/grant, etc.): 126/226.90.160.2510.582 and 126/226.90.160.2316.582

Attachment(s): Leave Request/Training Schedule

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

[Summary](#) [Why Attend](#) [Details](#) [Agenda](#) [Certification](#) [Fees](#) [FAQs](#)
[Location](#)



INSIGHTS SUMMIT

★ SAN ANTONIO ★

March 23 - 25, 2020

[Register Now](#)

Get More Out of Frontline Solutions

Participate in a full certification course designed to complement your Insights Summit experience! It's an opportunity for hands-on product training, real-world scenarios, best practices and group conversations with our expert facilitators and your peers. You'll return from the Insights Summit with the tools to make your life easier and help your district see greater return from your Frontline solutions!

Certification Courses



When you enroll in a certification course at the Insights Summit, you'll enjoy in-depth, in-person attention from Frontline's own training experts and facilitated collaboration with your peers.

You'll kick off your Certification on March 23 with a full day of learning. Then you'll complete



your Certification by participating in specified sessions during the Summit on March 24-25. Plus you'll still get to attend all keynotes, general sessions and networking times.

You'll leave the Insights Summit with your Certification in hand and knowledge of the Fundamentals to improve your district's use of Frontline solutions.

CERTIFICATION COURSE COST:

\$550

Sample Agenda

(subject to change)

Check out the sample agenda below to see how the certification track fits in with the rest of the Insights Summit. Any agenda item required for the certification course track is in **teal**.

Monday, March 23

- 8:00am - 3:30pm: **Full day exclusive certification course (Absence Management or Applicant Tracking)**
- 4:00pm: Check-in to hotel
- 7:00pm - 9:00pm: Welcome Reception & Dinner

Tuesday, March 24

- 7:30am - 8:30am: Breakfast
- 8:30am - 8:50 am: Welcome to Insights 2020!
- 8:50am - 9:30am: Keynote #1
- 9:30am - 10:00am: Networking Break
- 10:00am - 11:00am: Frontline Roadmap
- 11:15am - 12:15am: **Breakout Session/Certification Course Session**
- 12:30am - 1:30pm: Lunch & Client Panel
- 1:45pm - 2:45pm: **Breakout Session/Certification Course Session**

Wednesday, March 25

- 7:30am - 8:30am: Breakfast
- 8:30am - 8:40am: Welcome Back
- 8:40am - 9:15am: Keynote #2
- 9:15am - 9:45am: Networking Break
- 9:45am - 10:45am: **Breakout Session/Certification Course Session**
- 11:00am - 12:00pm: **Breakout Session/Certification Course Session**
- 12:15pm - 1:15pm: Lunch & Leader Spotlight
- 1:30pm - 2:30pm: User Forums / Reflection & Action

- 2:45pm - 3:30pm: Networking Break
- 3:30pm - 4:30pm: Breakout Session
- 4:30pm - 6:30pm: Happy Hour
- 6:30pm: Evening on Your Own
- 2:30pm - 3:00pm: Closing & Giveaways / Door Prizes

If you're adding on a Certification Course, you'll enjoy a full pre-conference day of learning on Monday, March 23. You'll complete your Certification by attending specified sessions during the Insights Summit on March 24-25. Plus you'll still get to attend all keynotes, general sessions and networking times.

[Click here to see Certification Course sample topics:](#)



FAQs

What is a Certification Course?

When you enroll in a certification course at the Insights Summit, you'll enjoy in-depth, in-person attention from Frontline's own training experts and facilitated collaboration with your peers.

You'll kick off your Certification on March 23 with a full day of learning. Then you'll complete your Certification by participating in specified sessions during the Summit on March 24-25. Plus you'll still get to attend all keynotes, general sessions and networking times.

Who is a Certification Course for?

Administrators of Frontline's Absence Management or Applicant Tracking systems.

If I'm adding the Certification Course, do I have to attend specific sessions on the 24th and 25th?

Yes. To obtain your certification, you will be required to participate in the full duration of the

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Sample Leave Request
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/22/19 - 03/26/19</u>	<u>32 hrs</u>	<u>SR</u>
_____	_____	_____

Employee Signature _____ **Date** _____

Approved; Condition upon the specific leave being available for the specific employee **Not Approved**

Principal/Supervisor _____ **Date** _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____ (Master Contract Relationship)	SWOP Suspended w/o Pay

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Insights Summit for Frontline Education **(Attach Brochure/Agenda)**

Location San Antonio, TX

Departure Date 03/22/19

Return Date 03/26/19

Departure Time 3:00 pm

Return Time 10:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .58 ÷ 2. = \$ 73.66

Per Diem 4 days @ \$90 + \$15D = \$375.00

Registration PO# _____ = \$ 550.00

Hotel PO# 2 nights free = \$ 350.00

Other PO# Airfare = \$ 700.00

Other PO# _____ Luggage = \$ 60.00

Sub Total \$ 2,108.66 est.

Budget 126/226.90.160.2510.582 (75/25 %) \$381.51/127.16 (Stacy and Jessica)

126/226.90.160.2316.582 (75/25 %) \$381.51/127.16 (John and Sherie)

126/226.78.162.2220.582 (75/25 %) \$381.51/127.16 (Everett)

Check Total \$ 508.66

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____