

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/8/18



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: 5/1/18

To **Corrina Guardipee-Hall**
 Superintendent

From: Dennis Juneau
Title: Middle School Principal

Subject: **Out of State Travel: AVID Summer Institute**

Description: Request approval for AVID team members Sunnie Bird and Violet Sinclair to travel in the place of Raquel LittlePlume and Angela HeavyRunner to attend the AVID Summer Institute in Orlanda, Florida July 8-July 12, 2018 (includes travel days July 8 and July 12).

Financial Impact: **\$3,577.22 each**

Funding Source (Budget/grant, etc.): **MCLP Grant**

Attachment(s): Agenda/Travel Request

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

Comments: _____

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



2018 SUMMER INSTITUTE
JULY 9, 2018 - JULY 11, 2018
ORLANDO, FLORIDA

July 8	July 9	July 10	July 11
2018 Summer Institute Schedule			
Day 0	Day 1	Day 2	Day 3
Check-In/Help & Info Desk 2:00 – 6:00 pm	Check-In 6:30 – 8:00 am	Morning Coffee 7:00 – 8:00 am	Morning Coffee 7:00 am – 8:00 am
AVID Merchandise Sales 2:00 – 6:00 pm	AVID Merchandise Sales 6:30 am – 3:30 pm	AVID Merchandise Sales 9:30 am – 5:30 pm	AVID Merchandise Sales 7:00 am – 10:00 am
	Help & Info Desk 6:30 am – 5:00 pm	Help & Info Desk 7:00 am – 5:00 pm	Help & Info Desk 7:00 am – 3:00 pm
	Grab-n-Go Breakfast 7:00 – 8:00 am	Strands 8:00 am – 12:00 pm	Strands 8:00 am – 12:00 pm
	Site Teams 8:00 – 9:30 am	Coffee Break 9:30 – 10:00 am	Coffee Break 9:30 – 10:00 am
	Coffee Break 9:30 – 10:00 am	Lunch on Own 12:00 – 1:15 pm	Lunch on Own 12:00 – 1:15 pm
	Strands 10:00 am – 12:00 pm	Site Teams 1:15 – 3:30 pm	Site Teams 1:15 – 3:00 pm
	Lunch on Own 12:00 – 1:15 pm	General Session 4:00 – 5:00 pm	Conference Ends 3:00 pm
	Iced Tea & Snack Break* 2:30 – 3:15 pm		
	Strands 1:15 – 5:00 pm		

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name: Sample Travel
Building Browning Middle School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
7/8 - 7/12, 2018	32 hrs	<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 _____	SWOP Suspended w/o Pay

(Master Contract) Relationship)

***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: AVID Summer Institute (Attach Brochure/Agenda)

Location: Orlando, Florida

Departure Date 7/8/18

Return Date 7/12/18

Departure Time 7:00 p.m.

Return Time 7:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☒ Professional Development

Mileage 245 @ .545 ÷ 2 = 69.22

Per Diem 6 days x \$90 + \$15D = \$438.00

☒ Registration PO# _____ = \$870.00

☒ Hotel PO# _____ = \$1,400.00

☒ Other PO# _____ = \$800.00

☐ Other PO# Luggage = \$ 0.00

Sub Total \$3,577.22

Budget 126.50.130.1700.582 (100 %) \$507.22

Check Total \$507.22

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____