

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/30/16



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: 11/14/16

To: **Board of Trustees**
 Browning Public Schools

From: Jeri Matt
Title: Curriculum Director

Subject: **Out of state travel**

Description: Request approval for John Rouse, Jeri Matt, Brandy Bremner, Sandi Campbell, Arlene Wippert, Sheila Hall, Collen Wilson, Lona Burns, Edith Wagner, JoAnn Powell, Sharon Tucker, Cheri Show to attend the Plain Talk Literacy and Learning Conference in New Orleans, Louisiana.

Financial Impact: \$ estimated \$39,017.04 (est \$3,251.42 per person)

Funding Source (Budget/grant, etc.): Building discretionary and Dist.126/226.90.100.2213.582

Attachment(s): Travel Request/Agenda

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

Comments: I've estimated high for board approval. If approved I will have the actual flight fare. Also for board approval purposes I've included all coaches, but some may opt out, which will lower the cost. I wanted to make sure I get this board approved early so we can receive cheaper rates by booking, registering, etc early. Once I know the costs I can let building principals know and they can give me the amount they will pay or SRI/SGG grants may pay and I will amend the leave/travel document.

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



Schedule

Sunday, March 12, 2017

4:00 pm – 7:00 pm	Early Registration for Plain Talk About Literacy and Learning
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Monday, March 13, 2017

<i>7:00 am – 7:55 am</i>	<i>Breakfast</i>
8:00 am – 8:10 am	Welcome General Session
8:10 am – 9:10 am	KEYNOTE: Robert Brooks
<i>9:10 am – 9:30 am</i>	<i>Break</i>
9:30 am – 10:30 am	Thought Leaders
<i>10:30 am – 10:50 am</i>	<i>Break</i>
10:50 am – 12:15 pm	Concurrent Sessions I
12:15 pm – 1:15 pm	Lunch
<i>1:15 pm – 1:30 pm</i>	<i>Break</i>
1:30 pm – 2:55 pm	Concurrent Sessions II
<i>2:55 pm – 3:20 pm</i>	<i>Break</i>
3:20 pm – 4:45 pm	Concurrent Sessions III

Tuesday, March 14, 2017

7:00 am – 7:55 am	Breakfast
8:00 am – 8:10 am	General Session
8:10 am – 9:10 am	KEYNOTE: Doug Fisher

<i>9:10 am – 9:30 am</i>	<i>Break</i>
9:30 am – 10:30 am	Thought Leaders
<i>10:30 am – 10:50 am</i>	<i>Break</i>
10:50 am – 12:15 pm	Concurrent Sessions I
12:15 pm – 1:15 pm	Lunch
<i>1:15 pm – 1:30 pm</i>	<i>Break</i>
1:30 pm – 2:55 pm	Concurrent Sessions II
<i>2:55 pm – 3:20 pm</i>	<i>Break</i>
3:20 pm – 4:45 pm	Concurrent Sessions III

Wednesday, March 15, 2017

7:00 am – 7:55 am	Breakfast
8:00 am – 8:10 am	General Session
8:10 am – 9:10 am	KEYNOTE: Pedro Noguera
<i>9:10 am – 9:30 am</i>	<i>Break</i>
9:30 am – 10:55 am	Concurrent Sessions I
11:00 am – 12:15 pm	Brunch
<i>12:15 pm – 12:30 pm</i>	<i>Break</i>
12:15 pm – 1:40 pm	Concurrent Sessions II

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

Employee Name Sample
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/13-16, 2017</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 _____	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 Plain Talk Literacy and Learning Conf **Attach Brochure/Agenda**

Location New Orleans, LA

Departure Date 3/12/17

Return Date 3/16/17

Departure Time 1:00 p.m.

Return Time 7:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .56/2 = \$ 68.58

Per Diem 3 days @ \$90 +48+ & 2D = \$348.00

Registration PO# processing = \$ 745.00

Hotel PO# processing(2 hotels) = \$ 1,289.84

Other PO# Airfare est = \$ 800.00

Other PO# _____ = _____

Sub Total \$3,251.42

Budget Bldng discretionary once prices are varified (?%)
126/226.90.100.2213.582 (?%) \$

Check Total \$416.58

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____