

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/30/19



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: 1/8/19

To **Corrina Guardipee-Hall**
 Superintendent

From: Billie Jo Juneau
 Title: High School Principal

Subject: Out of State Travel: 21st Century Education New Smart 1-2-7

Description: Request approval for Ben Steele to attend the 21st Century Education New Smart 1-2-7 at Universal Technical Institute on Long Beach Campus, Long Beach CA January 25th to January 28th.

Financial Impact: School Related Leave Only

Funding Source (Budget/grant, etc.):

Attachment(s): Agenda/Travel Request

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

Comments: _____

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

Your UTI Trip Itinerary

Inbox

Jazmin Rangel

Thu, Dec 27, 2018, 1:41 PM (11 days ago)

to Ben, Joanne

Hello Mr. Steele,

Welcome to our 21st Century Education, the New Smart 1-2-7 at Universal Technical Institute Long Beach Campus. Attached is your itinerary and schedule of the work shop. All the contact information you will need is located in the body of this email, the workshop will start at 7:30 am on the day of the 26th. We are half a block from the hotel you can either walk to the campus or the hotel will have a shuttle available for your convenience. For the ones that drove we do have campus parking for you. Please let me know if you have any questions we want to make your visit here at the Long Beach Campus, educational, enjoyable and a successful one.

AGENDA:

[7:30-8:00 a.m.]

Registration and continental breakfast

[8:00-9:00 a.m.]

Welcome, the UTI Experience

[9:00-10:00]

Detailed Campus Tour

[10:-11:00 a.m.]

The New Smart 1-2-7

[11:00-Noon.]

The "M" in STEM

[12:00-12:45p.m.]

Lunch

[12:45-3:45p.m.]

Variable Valve Timing training- Auto related Instructors

College Score Card-Counselors/Principals

Collision Repair Estimating- Collision Instructors

[3:45-4:15p.m.]

Closing remarks and certificates

If you have any questions or need any help please reach out to Joanne Kerns- 949-547-9679 or 562-541-7011 or ikerns@uti.edu

Hampton Hotel
3771 Lakewood Boulevard, Long Beach Ca 90808
562-425-0012

Reservation #93849047 Check in January 25th and check out January 27th, 2018 (UTI blocked rooms under your Name)

Universal Technical Institute
4175 E. Conant Street
Long Beach, Ca 90808
562-541-7000

Delta Airlines Flight Confirmation #HABSXU

Shuttle Service: Confirmation is #7614882 (arrival) #7614881 (departure)
Please call the shuttle as soon as you claim your baggage at 310-381-3391 and they will direct you to the pick up spot.

Shuttle to the airport pick up will be at 9:30am at the Hampton Hotel ***** phone number 1-800-258-3826

Jazmin Rangel-Farias

Tour Coordinator

Universal Technical Institute

For Students. For Industry. For Success.

4175 E. Conant Street

Long Beach, California, 90808

D: (562) 562-7017

O: (562) 541-7000 ext. 22017

F: (562) 541-7100

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

Employee Name Ben Steele
Building BHS

Employee #10190
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/25/2019 - 1/28/2019</u>	<u>15</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 UTI 21st Century Education **(Attach Brochure/Agenda)**

Location Long Beach, CA

Departure Date 1/25/2019

Return Date 1/28/2019

Departure Time 5:30 am

Return Time 11:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$ 0.00

Per Diem _____ = \$ 0.00

Registration PO# _____ = \$ 0.00

Hotel PO# _____ = \$ 0.00

Other PO# _____ = \$ 0.00

Other PO# _____ = \$ 0.00

Sub Total \$

Budget _____ (_____ %)

Check Total \$ 00.00

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____