

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/27/18



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: 6/20/18

To **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
 Title: High School Principal

Subject: AVID Summer Institute

Description: Request approval for Gus Garces to attend the AVID Initiative Summer Institute in San Diego CA conference dates August 1-3, 2018.

Financial Impact: \$3,394.54 ea

Funding Source (Budget/grant, etc.): 126/226.97.160.2500.582

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
August 1, 2018 – August 3, 2018
San Diego, CA

July 31	Aug 1	Aug 2	Aug 3
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 Gus Garces
Building BHS

Employee #11760
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/31/2018 - 8/5/2018</u>	<u>44</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 AVID Summer Institute **(Attach Brochure/Agenda)**

Location San Diego, CA

Departure Date 7/30/2018

Return Date 8/5/2018

Departure Time 6:00 am

Return Time 10:00 am

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage paid mileage comparable to airfare = \$ 579.60
Per Diem 5 @ 90 + \$12S + \$42 = \$ 504.00

Registration PO# _____ = \$ 870.00
 Hotel PO# _____ = \$ 1440.94
 Other PO# Airline _____ = \$ 579.60
 Other PO# Luggage _____ = \$ 0.00

Sub Total \$ 3,394.54

Budget 126/226.97.160.2500.5828 (75/25 %) \$1,083.60

Check Total \$1,083.60

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____