

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/30/18



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: 5/22/18

To **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
 Title: High School Principal

Subject: AVID Summer Institute

Description: Request approval for Billie Jo Juneau, Cheryl Tail Feathers, Brenda Johnston, Brian Harrell, and Robin Bear Child to attend the AVID Initiative Summer Institute in San Diego CA conference dates August 1-3 ,2018.

Financial Impact: \$3,204.54 ea

Funding Source (Budget/grant, etc.): MCLP Grant 115.60.423.2213.582.648

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 Sample Leave Request
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 7/31/2018

Return Date 8/5/2018

Departure Time 6:00 am

Return Time 10:00 am

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .545 ÷ 2 =\$ 69.22
Per Diem 4 @ 90 + \$15S + \$8B =\$ 383.00

Registration PO# =\$ 870.00
 Hotel PO# =\$ 1230.72
 Other PO#Airline =\$ 609.60
 Other PO# Luggage =\$ 50.00

Sub Total \$ 3,212.54

Budget 115.60.423.2213.582.648 (100 %) \$502.22

Check Total **\$502.22**

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____