

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



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**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

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**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 Racquel LittlePlume, Angela Heavy Runner, Andrea Evans, and JoAnn Powell to travel to 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 (\$14,308.88)

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

**Attachment(s):** Agenda/Travel Request

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



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

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