

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 5/31/23



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: 5/16/23

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: AASA National Conf. on Education Executive Committee Meeting 2023-2024

Description: I am requesting school related leave to travel to the following 2023 Executive Committee Meetings for the AASA National Conference on Education:

- Washington, DC July 10 – 13, 2023 (\$0 Travel Costs)
- Tempe, AZ September 21 – 23, 2023 (\$0 Travel Costs)
- Alexandria, VA January 10 – 12, 204 (\$0 Travel Costs)
- New Orleans, LA May 1 – 2, 2024 (\$0 Travel Costs)

Financial Impact: \$0 (All costs to be reimbursed to District except February 2024 meeting which will be brought forward at a later date)

Funding Source (Budget/grant, etc.): N/A

Attachment(s): Travel Request/Washington DC Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

2023 AASA National Conference on Education Executive Committee Meeting July 10, 2023 – July 13, 2023

Dear Superintendent Guardipee-Hall,

We're very excited to have you!

We are looking ahead to our July business meeting (in conjunction with the Legislative Advocacy Conference) at the Hyatt Regency on Capitol Hill (400 New Jersey Ave NW, Washington, DC 20001). We are seeing higher than normal airfare rates and encourage you to book your flights as soon as possible. The tentative schedule is as follows (all times in Eastern):

Monday, July 10: Travel in the morning

- 1 – 3pm: New Executive Committee Member Orientation
- 3 – 5:30pm: AASA Executive Committee Business meeting

Tuesday, July 11:

- 9am – 12pm: AASA Governing Board Business Meeting and Regional Breakouts
- 12 – 5pm: Legislative Advocacy Conference content
- 5 – 6pm: Governing Board reception

Wednesday, July 12

- 7am – 3:00pm: Congressional breakfast and Hill Advocacy Day
- 5 – 6pm: Rehearsal for New Executive Committee Members at Presidential Installation (you will be recognized)

- 6 – 9pm: Presidential Installation Ceremony and Reception recognizing new president, new executive committee, and new governing board

Thursday, July 13

- 8 – 11am: Conclusion of Legislative Advocacy Conference
- 11am – 12pm: AASA Governing Board Regional Report Out and Action Items

Please let me know if you have any questions. I'm happy to have a quick call as well if that would be helpful.

Best,

Kat Sturdevant

Advocacy & Governance Coordinator
AASA, The School Superintendents Association

ksturdevant@aasa.org

(C) – (571) 480-0172

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall

Employee # _____

Building Administration

Substitute Name _____

LEAVE REPORT

Date of Leave

Hours

Type of Leave

7/10 - 7/13, 2023

32 hrs

SR

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

SL Sick Leave

*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

***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 AASA NCE Executive Committee Meeting 2023 (Attach Brochure/Agenda)

Location Washington, DC

Departure Date 7/8/23

Return Date 7/13/23

Departure Time 5:00 p.m.

Return Time 11:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .655 = \$ 166.37

Per Diem 4 days @ \$105 = \$ 420.00

Registration PO# _____ = \$ 0

Hotel PO# _____ = \$ 0

Other PO# Airfare _____ = \$ 0

Other PO# Luggage _____ = \$ 60.00

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$646.37

Budget 126.90.160.2320.582 (75 %) \$563.53

226.90.160.2320.582 (25 %) \$187.84

Check Total \$646.37

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____