

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/26/19



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: 09/16/19

To: **Corrina Guardipee Hall**
 Superintendent

From: Nikki Hannon
 Title: Parent Community Outreach Director

Subject: **2019 National Association for the Education of Homeless Youth and Children Conference**

Description: I am requesting travel to attend the 2019 National Association for the Education of Homeless Youth and Children Conference in Washington, D.C. departing on November 2, 2019 and returning on November 6, 2019. I have been invited to co-present alongside Heather Denny, OPI State Coordinator for Homeless Education.

Financial Impact: \$2,632.32

Funding Source (Budget/grant, etc.): 115.90.438.2213.582.444

Attachment(s): Leave request, conference agenda

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

Comments: _____

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

NATIONAL ASSOCIATION FOR THE EDUCATION OF HOMELESS CHILDREN AND YOUTH

Schedule

[Register](#) | [Schedule](#) | [Education](#) | [Exhibit](#) | [Hotel & Travel](#) | [Awards](#)
[Keynote Speakers](#) | [FAQ](#) | [Sponsors](#)

Conference Breakout Session Schedule Now Available!

Click this [->LINK<-](#) to go to our new online schedule

Saturday November 2, 2019 – PreConference Sessions

7:30 a.m. – 12:00 p.m. PreConference Session Registration

9:00 a.m. – 12:00 p.m. PreConference AM Sessions

1:30 p.m. – 4:30 p.m. PreConference PM Sessions

1:30 p.m. – 4:30 p.m. State Coordinator Meeting – *Please note that this is a half day meeting this year*

1:30 p.m. – 4:30 p.m. Full Conference Registration

Sunday November 3, 2019 – Full Conference Day One

7:00 a.m. – 4:00 p.m. Conference Registration

8:30 a.m. – 10:00 a.m. Exhibitor Set Up

10:00 a.m. – 5:00 p.m. Exhibits open

9:00 a.m. – 9:30 a.m. Opening General Session / Breakfast

11:45 a.m. – 1:00 p.m. – Luncheon General Session

1:15 p.m. – 5:00 p.m. – Afternoon Concurrent Sessions

5:15 p.m. – 7:00 p.m. – Annual NAEHCY Member Meeting and Elections

7:00 p.m. – 8:30 p.m. – Opening Night Reception

Monday November 4, 2019 – Full Conference Day Two

7:00 a.m. – 4:00 p.m. Conference Registration

8:00 a.m. – 5:00 p.m. Exhibits open

8:00 a.m. – 9:30 a.m. – Breakfast General Session

9:45 a.m. – 11:30 a.m. – Morning Concurrent Sessions

11:45 a.m. – 1:00 a.m. – Luncheon General Session

1:15 p.m. – 5:00 p.m. – Afternoon Concurrent Sessions

7:00 p.m. – 9:00 p.m. – Documentary screening "Personal Statement"

Tuesday November 5, 2019 – Final Half Day of Conference

8:00 a.m. – 9:30 a.m. – Breakfast General Session

9:45 a.m. – 11:30 a.m. – Morning Concurrent Sessions

11:30 a.m. – Conference Adjourns

or

8:00 a.m. – 10:00 a.m. – Congressional Breakfast – Capitol Hill

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

Employee Name J. Nikki Hannon
Building PCOP

Employee #11194
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/4/19-11/6/19</u>	<u>24</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

<u>AN</u> Annual	<u>PL</u> Personal Leave	<u>ALWO</u> Approved Leave W/O Pay
<u>SL</u> Sick Leave	<u>JD</u> Jury Duty (attach verification)	<u>ULWO</u> Unapproved Leave w/o Pay
* <u>EX/SR</u> Extra-Curricular/School Related	<u>NG</u> National Guard	<u>SWP</u> Suspended w/Pay
	<u>FN</u> Funeral _____	<u>SWOP</u> 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 2019 Nat'l Assoc. for the Educ. of Homeless Children & Youth Con'f *(Attach Conf Agenda)*

Location Washington, DC

Departure Date 11/2/19

Return Date 11/6/19

Departure Time 6:00 AM.

Return Time 11:00 PM

Transportation: Personal Vehicle

Mileage 54 x .58. = \$147.32

District Vehicle

Per Diem 1B@ \$9+3L@ \$30+4D@ \$42+1B@ \$18+1D@ \$15=\$440.00

Professional Development

Registration PO# _____ = \$575.00

Hotel PO# _____ = \$850.00

Other PO# _____ Airfare = \$700.00

Other PO# _____ = \$ 60.00

Sub Total \$2,772.32

Budget 115.90.438.2213.582.444 (100 %) \$647.32

Check Total \$647.32

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site