

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 12/13/2016



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: 12/1/2016

To: **Board of Trustees**
Browning Public Schools

From: Wayne Hall
Title: Transportation Supervisor

Subject: **Out of State Travel: Transporting Students with Disabilities & Pre-School Con'f.**

Description: Request approval to attend the "Transporting Students with Disabilities & Preschoolers Conference" on March 17, 2017 to March 22, 2017 in Frisco, Texas.

Financial Impact: \$3,616.16

Funding Source (Budget/grant, etc.): Transportation Travel Budget

Attachment(s): Conference Agenda/Travel Request

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

Comments: _____

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

Conference Agenda

Schedule subject to change.

2017 Schedule at a Glance

Friday, March 17

10:00 A.M. — 5:00 P.M.
Conference Registration

12:00 P.M. — 6:00 P.M.
Training Sessions
(Open to All Registrants &
Rodeo Contestants)

Saturday, March 18

7:00 A.M. — 5:00 P.M.
Conference Registration

8:00 A.M. — 12:00 P.M.
Main Conference Workshops

9:00 A.M. — 4:00 P.M.
Special Needs Rodeo (Off-Site)

12:15 P.M. — 1:15 P.M.
Lunch on Your Own

1:30 P.M. — 5:00 P.M.
Main Conference Workshops

Sunday, March 19

7:00 A.M. — 5:00 P.M.
Conference Registration

8:30 A.M. — 10:00 A.M.
General Session

10:15 A.M. — 6:15 P.M.
NHTSA Child Passenger
Restraint Training
(Additional Fee & Separate
Registration Required)

10:15 A.M. — 12:30 P.M.
Main Conference Workshops

12:30 P.M. — 1:30 P.M.
Lunch on your own

1:45 P.M. — 5:15 P.M.
Main Conference Workshops

7:00 P.M. — 9:00 P.M.
Trade Show Sneak Peek
Preview Reception

Monday, March 20

7:00 A.M. — 5:00 P.M.
Conference Registration

8:00 A.M. — 9:15 A.M.
General Session

9:30 A.M. — 1:00 P.M.
Trade Show

11:30 P.M. — 1:00 P.M.
Lunch
(On the Trade Show Floor)

1:30 P.M. — 5:00 P.M.
Main Conference Workshops

Tuesday, March 21

7:00 A.M. — 5:00 P.M.
Conference Registration

8:00 A.M. — 11:45 A.M.
General Sessions

11:45 P.M. — 12:45 P.M.
Lunch on Your Own

1:00 P.M. — 5:00 P.M.
Main Conference Workshops

Wednesday, March 22

8:00 A.M. — 10:00 A.M.
Closing General Session

10:00 A.M. — 12:00 P.M.
Networking

Conference Concludes

General Sessions

Sunday Morning, General Session Panel: Kate Movius, Autism Interaction Solutions

Formerly a trainer with Autism Speaks and a mother of a son with autism, Movius now runs Autism Interaction Solutions, which offers assistance to communities and first-responders by counseling them on safety and communication tactics that will lead to successful interactions with these at-risk populations.

Monday Morning General Session: Craig Davidson, author of "Precious Cargo"

After spending a year driving a special needs school bus, Davidson wrote about his evolving relationship with each student who



Julie deals with early childhood and transitioning under Part B, disabilities requirement and anything that deals with transportation. She will discuss recent cases dealing with service animals on the school bus, student bullying, personal injury cases involving school bus drivers and aides, and more.

Tuesday Morning, 2nd General Session (Panel): *What We Do, How Well We Do It, What We Can Do Better*

Join a panel of transportation and early childhood experts to peer through the looking glass at special needs and Head Start transportation, with eyes focused on how to improve services by changing leadership styles to positively affect student outcomes.

Wednesday Morning, General Session: *It's Your Turn*

Some of our presenters will first report some things they learned during the conference and how they will put what they learned into practice when they return to their jobs – or how they will share the information with colleagues. Attendees will be asked to share in the same way, and to share what they would like to see added to the educational program for 2018.



SESSIONS FRIDAY

(Open to all conference registrants and Rodeo contestants.)

- Emergency Evacuation
- BESI Training
- Q'Straint/Surelok Training
- Safety Restraint Training Overview

Workshop Sessions

(SATURDAY THROUGH WEDNESDAY)

OPERATIONS & SAFETY

Foundations of Special Needs Transportation

Training Attendants: "Where I Come From" Doesn't Matter

Crash Testing's Guide to Safe Wheelchair & Occupant Securement

Dispatch As a Keystone in Special Needs Transportation

Understanding a Student's Disability Is Key to Success in Service

Bullying: Recognizing, Addressing & Preventing It

Bus in the Classroom

Meeting Best Practice Transportation Challenges in Rural Areas

Corrective Action Plans & Resolutions of Complaints

Technology Assists: New Equipment & New Disabilities

Team Decision-Making in Equipment Provision, Modification & Training

Perplexing Cases in Securing Riders

POLICY & LAW

Hiring, Disciplining & Terminating Drivers & Attendants: Documentation

Foundations of Head Start Transportation

Unlawful Harassment: Creating a "No" Culture

Creating a Safety Culture in Transportation Departments

Preparing Protocols for Service Animals
Writing Outcome-Based Job Descriptions & Performance Reviews

How Messaging Can Set the Table for Successful Outcomes

Creating An In-House Advocacy Group to Avoid Litigation

Evacuation Planning

Curtailling Disruption, Danger & Inappropriate Behaviors

Autism: Support for Managing Behavior on the Bus

Not All Behavior Is an IEP Matter: The Case for Push-Back

LEADERSHIP & COLLABORATION

Employee Morale – Nurturing the Necessary Add Fitness for Duty to Your Safety Tool Kit

Find Your Buddy to Strengthen Relationships Between Departments

Working With Families of Children With Autism & Very Special Needs

How Word Choices Set the Table for Successful Outcomes

Serving Head Start Populations in Public School Settings

Connecting with Community Resources

Effectively Communicating Services Via IEP Documents

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Wayne Hall
Building Transportation Dept.

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/16/2017 3/17/2017</u>	<u>16 hrs</u>	<u>SR</u>
<u>03/20/17 to 3/23/17</u>	<u>32 hrs</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 Name/Meeting/Activity Transporting Students with Disabilities and Preschoolers

Location Frisco, Texas (Attach documentation for Hotel, Airlines & Conference Agenda)

Departure Date 03-16-2017 Return Date 03-23-2017

Departure Time 4 pm Return Time 12 pm

Transportation: ☐ District Vehicle Per Diem 6 x \$90 + 15I + 448 OS = \$603.00

☒ Personal Vehicle Mileage 254 @ .54 = \$137.16

Attachments: ☒ Professional Development Form

☒ Hotel Confirmation Purchase Order # _____ = \$1,948.53

☒ Airline Itinerary Purchase Order

_____ = \$ 591.20

☒ Conference Schedule/Registration..... Purchase Order

_____ = \$ 356.27

SUBTOTAL \$3,636.16

BUDGET 1109-96-167-2710-0582-000 (60 %) \$555.12
210-96-167-2710-0582-000 (40 %) \$185.04

CHECK TOTAL \$740.16

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____