

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/13/18



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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:**   11/7/18

**To**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Dennis Juneau  
                    Title:   Middle School Principal

**Subject:**   **Out of State Travel: AVID Proven Achievement Lifelong Advantage**

**Description:**   Request approval to travel out of state to attend the AVID 2018 National Conference in San Diego, CA December 6-8, 2018

**Financial Impact:**   **\$3,320.43**

**Funding Source (Budget/grant, etc.):** 115-50-423-2213-582-649

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

### Sheraton San Diego Hotel & Marina

#### Thursday, December 6

**8:00 am – 11:45 am**

The Symposium (*Invitation only*)

**7:30 am – 1:00 pm**

Conference Check-in

**9:00 am – 5:00 pm**

Help & Info Desk Open

**9:00 am – 6:00 pm**

Exhibits & AVID Merchandise Sales Open

**9:00 am – 12:00 pm**

Strands

**9:00 am – 10:15 am**

Conference Pre-Session -2

**10:30 am – 11:45 am**

Conference Pre-Session -1

**11:45 am – 1:00 pm**

Lunch on Your Own

**1:00 pm – 1:55 pm**

Opening Keynote 1: Anthony Salcito

**2:15 pm – 4:45 pm**

Strands

**2:15 pm – 3:30 pm**

Concurrent Session 1

**3:45 pm – 4:45 pm**

Opening Keynote 2: Anthony Salcito

**3:45 pm – 5:00 pm**

Concurrent Session 2

**5:00 pm – 6:00 pm**

Welcome Reception

#### Friday, December 7

**7:00 am – 8:00 am**

Morning Coffee

**7:00 am – 5:00 pm**

Exhibits Open

**7:00 am – 4:15 pm**

Help & Info Desk Open

**7:30 am – 4:15 pm**

AVID Merchandise Sales Open

**8:00 am – 9:05 am**

AVID Alumni Panel

**9:15 am – 12:00 pm**

Strands

**9:20 am – 10:35 am**

Concurrent Session 3

**10:50 am – 12:05 pm**

Concurrent Session 4

**12:05 pm – 1:30 pm**

Lunch on Your Own

**1:30 pm – 4:15 pm**

Strands

**1:30 pm – 2:45 pm**

Concurrent Session 5

**3:00 pm – 4:15 pm**

Concurrent Session 6

#### Saturday, December 8

**7:00 am – 12:35 pm**

Help & Info Desk Open

**7:30 am – 10:30 am**

AVID Merchandise Sales Open

**8:30 am – 9:30 am**

Student Panel Breakfast

**9:50 am – 12:35 pm**

Strands

**9:50 am – 11:05 am**

Concurrent Session 7

**11:20 am – 12:35 pm**

Concurrent Session 8



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

**Employee Name:** Dennis Juneau  
**Building** BMS

**Employee #**10349  
**Substitute Name** \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
12/5 - 12/8	23	<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 2018 National Conference **(Attach Brochure/Agenda)**

**Location:** San Diego, CA

**Departure Date:** 12/5/18

**Return Date** 12/9/18

**Departure Time** 6:00 PM

**Return Time** 12:00 pm

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 254 @ .545 = \$138.43  
**Per Diem** 4 days @90+\$15SI+\$8 BIS= \$383.00

**Registration** PO# \_\_\_\_\_ = \$ 599.00  
 **Hotel** PO# \_\_\_\_\_ = \$1200.00  
 **Other** PO# Airline = \$ 950.00  
 **Other** PO# Baggage = \$ 50.00

**Sub Total** \$3320.43

**Budget** 115.50.423.2213.582.649 (100 %) \$571.43

**Check Total** \$571.43

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_