

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/14/20



-
- 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: 1/7/20

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **Out of state travel: Plain Talk Literacy Conference**

Description: Request out of state travel for JoAnn Powell and Jennifer DeRoche to attend the Plain Talk Conference (as substitutes) in New Orleans, LA.

Financial Impact: \$2,764.71 ea

Funding Source (Budget/grant, etc.): MCLP GRANT 115.xx.423.2213.582.650

Attachment(s): Travel Request/Agenda

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

Comments: . _____

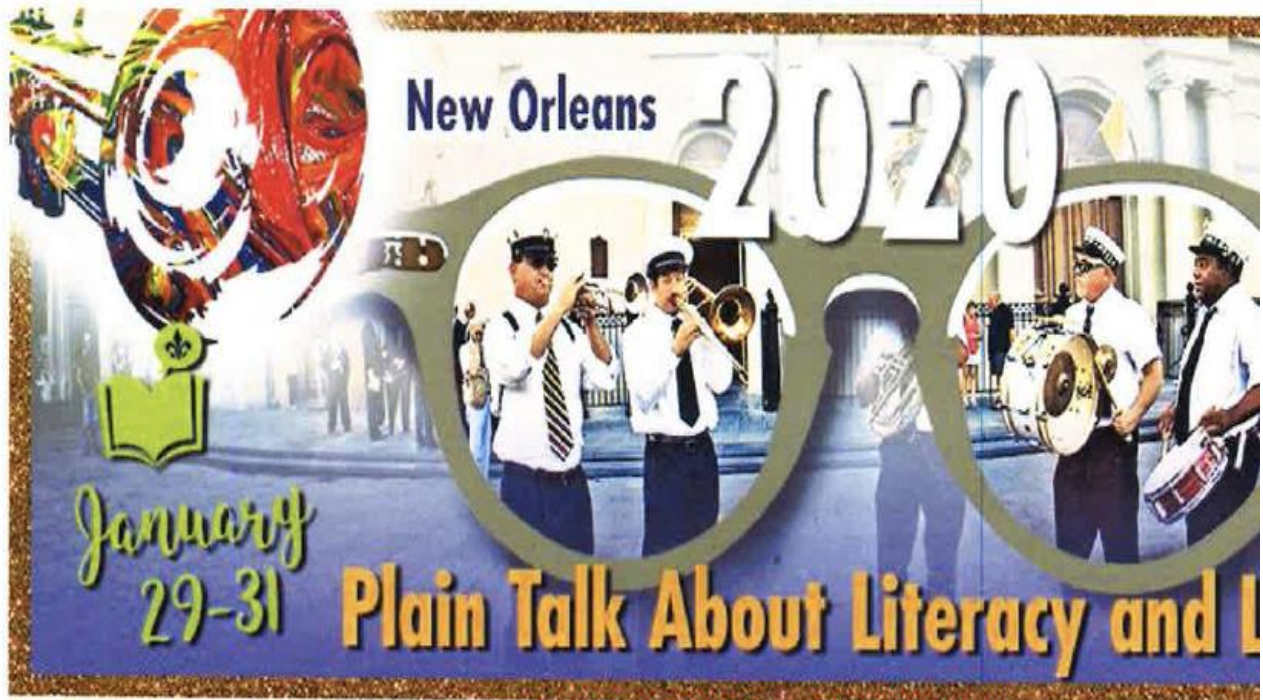
Board Action: N/A (Info) Approved Denied Tabled to: _____



Plain Talk About Literacy and Learning™

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Plain Talk About Literacy and Learning
January 29-31, 2020

What is Plain Talk About Literacy and Learning™?

Tuesday, January 28, 2020

4:30 pm – 8:00 pm

Early Registration Packet Pick-up for Plain Talk About Literacy

Wednesday, January 29, 2020

7:00 am – 7:55 am

Breakfast

8:00 am – 8:10 am

Welcome General Session

8:10 am – 9:10 am

KEYNOTE – Scott Barry Kaufman

9:10 am – 9:30 am

Break

9:30 am – 10:30 am

Thought Leaders

10:30 am – 10:50 am

Break

10:50 am – 12:10 pm

Concurrent Sessions I

12:15 pm – 1:15 pm

Lunch

1:15 pm – 2:35 pm

Concurrent Sessions II

2:35 pm – 2:55 pm

Break

2:55 pm – 4:15 pm

Concurrent Sessions III

Thursday, January 30, 2020

7:00 am – 7:55 am

Breakfast

8:00 am – 8:10 am

General Session

8:10 am – 9:10 am

KEYNOTE – Mike Schmoker

9:10 am – 9:30 am

Break

9:30 am – 10:30 am

Thought Leaders

10:30 am – 10:50 am

Break

10:50 am – 12:10 pm

Concurrent Sessions I

12:15 pm – 1:15 pm

Lunch

1:15 pm – 2:35 pm

Concurrent Sessions II

2:35 pm – 2:55 pm

Break

2:55 pm – 4:15 pm

Concurrent Sessions III

Friday, January 31, 2020

7:00 am – 7:55 am

Breakfast

8:00 am – 8:10 am

General Session

8:10 am – 9:10 am

KEYNOTE – David Kilpatrick

9:10 am – 9:30 am

Break

9:30 am – 10:50 am

Concurrent Sessions I

10:55 am – 11:55 am

Brunch

11:55 am – 1:15 pm

Concurrent Sessions II

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

Employee Name Sample Travel Request
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/27/20</u>	<u>2 hrs</u>	<u>SR</u>
<u>1/28-31/20</u>	<u>32</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 Plain Talk About Literacy and Learning Conf Attach Brochure/Agenda

Location New Orleans, LA

Departure Date 1/27/20

Return Date 2/2/20

Departure Time 2:00 pm

Return Time 11:00 am

Transportation: Personal Vehicle Mileage 254 @ .575 ÷ 2 = \$ 73.03
 District Vehicle Per Diem 5 days @ \$90 + \$15D + \$8B = \$473.00
 Professional Development

<input checked="" type="checkbox"/> Registration _____	PO# _____	= \$ 745.00
<input checked="" type="checkbox"/> Hotel <u>2 hotels</u>	PO# _____	= \$1125.68
<input checked="" type="checkbox"/> Other <u>airline</u>	PO# _____	= \$ 348.00
<input checked="" type="checkbox"/> Other _____	PO# _____	= 0

Sub Total \$2,764.71

Budget 115.xx.423.2213.582.650(100%) \$ 546.03

Check Total = \$ 546.03

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____