

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 10, 2023



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: January 4, 2023

To: Corrina Guardipee-Hall
 Superintendent

From: Angela Heavy Runner
Title: BMS Principal

Subject: Out of State Travel: Beyond School Hours Conference 2023

Description: Request out of state travel to attend the Beyond School Hours Conference in Orlando, Florida. The conference dates are February 9-12, 2023.

Financial Impact: \$4,728.37

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Leave Request/Conference Agenda

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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



Schedule of Events

Thursday, February 9

8:00 AM – 2:30 PM

21st CCLC Session

8:00 AM – 2:30 PM

Leadership Institute

2:00 PM – 6:00 PM

Site Visits

2:30 PM – 4:15 PM

Early Bird Workshops

3:30 PM

Presenters Meeting

4:00 PM – 6:00 PM

Exhibit Hall Happy Hour

6:00 PM – 8:00 PM

Opening Reception

Friday, February 10

7:30 AM – 8:00 AM

Breakfast

8:00 AM – 9:00 AM

Opening Keynote

9:00 AM – 9:45 AM

Exhibit Hall Break

9:45 AM – 11:00 AM

Workshop 1

11:15 AM – 12:30 PM

Workshop 2

12:30 PM – 1:40 PM

Lunch

1:40 PM – 2:25 PM

Recess in the Exhibit Hall

2:25 PM – 3:40 PM

Workshop 3

3:45 PM – 5:00 PM

Workshop 4

Saturday, February

7:30 AM – 8:00 AM

Breakfast

8:00 AM – 9:00 AM

Keynote

9:00 AM – 9:45 AM

Exhibit Hall Break

9:45 AM – 11:00 AM

Workshop 5

11:15 AM – 12:30 PM

Workshop 6

12:30 PM – 1:40 PM

Lunch

1:40 PM – 2:25 PM

Recess in the Exhibit Hall

2:25 PM – 3:25 PM

STEM Fair Keynote

2:25 PM – 3:40 PM

Workshop 7

3:30 PM – 4:30 PM

STEM Fair

3:45 PM – 5:00 PM

Workshop 8

Sunday, February 12

7:30 AM – 8:00 AM

Breakfast

8:00 AM – 9:15 AM

Workshop 9

9:30 AM – 10:45 AM

Grand Finale

Tentative schedule; subject to change.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Angela Heavy Runner
Building Browning Middle School

Employee # 10228
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>February 8-13, 2023</u>	<u>32</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/Workshop: Beyond School Hours (Attach Brochure/Agenda)

Location: Orlando, Florida

Departure Date: February 7, 2023

Return Date February 13, 2023

Departure Time: 4:00 pm

Return Time 4:00 pm

Transportation: ☒ Personal Vehicle

Mileage 254 @ .655 = \$ 166.37

☐ District Vehicle

Per Diem 5 days @ \$105+B-OS \$23+LOS \$35+IS \$20 = \$ 603.00

☐ Professional Development

☒ Registration PO# _____ = \$ 609.00

☒ Hotel PO# _____ = \$ 1,800.00

☒ Other PO# Airfare = \$ 1,500.00

☐ Other PO# Luggage = \$ 50.00

To be reimbursed: shuttle/taxi/parking/luggage upon return of receipts

Sub Total \$ 4,728.37

Budget 126.50.130.1700.582 (100%) \$819.37

Check Total \$819.37

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____