

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/12/19



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: 11/1/19

To: Corrina Guardipee-Hall
 Superintendent

From: Jennifer Wagner
Title: High School Principal

Subject: Out of State Travel: AVID National Conference

Description: Request travel to attend the AVID National Conference 2019 in Dallas, TX, December 11 --16, 2019. The conference is culturally relevant to educators, creates engaging learning environments, accelerates performance of underrepresented students, supports justice for the whole child, teaches effective family engagement practices to improve student achievement, and supports college readiness.

Financial Impact: \$2,462.32


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

Attachment(s): Travel Request-Conference Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____


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



Let's Create Equity for All

Join more than **2,000** educators at **AVID National Conference 2019**.

Hilton Anatole | Dallas, Texas
December 12-14



Interested in learning more about AVID? Attend National Conference in Dallas and discover how it might impact college and career readiness in your community. Download the [2019 National Conference flyer](#). Check out this year's [National Conference schedule](#).

HILTON ANATOLE

2201 N. Stemmons Freeway, Dallas Texas 75027
AVID Rate per night: \$183 Reservations: 214-748-1200



KEYNOTE SPEAKER:

Dena Simmons, Ed.D.

Assistant Director of the Yale Center for Emotional Intelligence

Dena Simmons helps schools use the power of emotions to create a more compassionate and just society. She has been a leading voice on teacher education and has written and spoken across the country about social justice pedagogy, diversity, education reform, and emotional intelligence

Join more than 2,000 educators at AVID National Conference 2019.

Dallas, Texas | December 12-14

Schedule of Events

Thursday, December 12

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 Open

AVID Merchandise Sales Open

8:00 am – 12:20 pm
Strands

9:00 am – 10:15 am
Pre-Conference Sessions 1

10:30 am – 11:45 am
Pre-Conference Sessions 2

11:45 am – 1:00 pm
Lunch on Your Own

1:00 pm – 2:00 pm
Opening Keynote Dena Simmons

2:15 pm – 3:15 pm
Opening Keynote Q & A

2:15 pm – 3:30 pm
Concurrent Sessions 1

2:15 pm – 4:45 pm
Strands

3:45 pm – 5:00 pm
Concurrent Sessions 2

5:00 pm – 6:00 pm
Welcome Reception

Friday, December 13

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

9:20 am – 12:20 pm
Strands

9:20 am – 10:35 am
Concurrent Sessions 3

10:50 am – 12:05 pm
Concurrent Sessions 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 Sessions 5

3:00 pm – 4:15 pm
Concurrent Sessions 6

Saturday, December 14

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
Breakfast with Student Panel

9:50 am – 11:05 am
Concurrent Sessions 7

11:20 am – 12:35 pm
Concurrent Sessions 8



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

Employee Name Jennifer Wagner
Building High School

Employee # _____
Substitute Name NA

LEAVE REPORT

| <u>Date of Leave</u> | <u>Hours</u> | <u>Type of Leave</u> |
|----------------------------|--------------|----------------------|
| <u>12/11/19 - 12/15/19</u> | <u>24</u> | <u>SR</u> |
| <u>12/16/19</u> | <u>8</u> | <u>PL</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 2019 National Conference (Attach Brochure/Agenda)

Location Dallas, TX

Departure Date 12/10/19

Return Date 12/15/19

Departure Time 4:00 p.m.

Return Time 9:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 1254 x .58 = \$ 147.32

Per Diem 4 days @ \$90 + \$15IS = \$ 375.00

Registration PO# _____ = \$ 650.00

Hotel PO# _____ = \$ 650.00

Other PO# Airfare = \$ 500.00

Other PO#Luggage-Must return receipt = \$ 60.00

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

Sub Total **\$2,462.32**

Budget 115.60.423.2213.582.650 (100 %) \$582.32

Check Total \$582.32

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____