

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/26/19



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: 11/21/19

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-hall
Title: Superintendent

Subject: Out of State Travel: National Conference on Education

Description: Request travel to attend the National Conference on Education in San Diego, CA February 13 - 15, 2020.

Financial Impact: \$2,900.32

Funding Source (Budget/grant, etc.): 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/Agenda

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

Comments: _____

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



National Conference on
EDUCATION

PRESENTED BY:



Schedule - events take place at the:

**San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101**

Wednesday, February 12

8:30am – 3:30pm	Pre-Conference Site Visit
1 – 5pm	Pre-Conference Workshops
2 – 5pm	Registration Open

Thursday, February 13

7am – 4:15pm	Registration Open
7:45 – 9am	NCE Exhibit Hall Coffee Break
7:45am – 4pm	NCE Exhibit Hall
9 – 10am	Thought Leader Sessions and Educational Sessions
10:15 – 11:15am	Thought Leader Sessions and Educational Sessions
12noon – 1:30pm	Federal Relations Luncheon
12:45 – 1:45pm	Thought Leader Sessions
1:45 – 3pm	NCE Exhibit Hall Snack Break
3 – 4pm	Educational Sessions
4:15 – 6:15pm	General Session
6:30 – 7:30pm	Welcome Reception
7:15 – 8:15pm	AASA Graduation Ceremony

Friday, February 14

7:30 – 9am	Bold Women — Bold Coffee Networking Breakfast
7:30am – 5pm	Registration Open
8 – 9am	Educational Sessions
9 – 11am	Second General Session
11am – 2:30pm	NCE Exhibit Hall
11:15am – 12:15pm	Thought Leader Sessions and Educational Sessions
12:30 – 2:30pm	Dr. Effie H. Jones Memorial Luncheon
12:45 – 1:45pm	Thought Leader Sessions and Educational Sessions
1:45 – 2:15pm	NCE Exhibit Hall Snack Break
2:30 – 3:30pm	Thought Leader Sessions
3:45 – 4:45pm	Thought Leader Sessions and Educational Sessions

Saturday, February 15

7:30am – 12noon	Registration Open
8 – 9am	Educational Sessions
9:15 – 10:15am	Educational Sessions
10:30am – 12noon	Closing General Session

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall

Employee # _____

Building Administration

Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/13-2/15, 2020</u>	<u>24</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 National Conf on Education **(Attach Brochure/Agenda)**

Location San Diego, CA

Departure Date 2/11/20

Return Date 2/16/20

Departure Time 4:00 p.m.

Return Time 4:00 p.m.

Transportation:

☒ Personal Vehicle

☐ District Vehicle

☐ Professional Development

Mileage 254 x .58 = \$147.32

Per Diem 4 days @ \$90+\$50OS+\$15IS = \$425.00

☒ **Registration PO#** _____ = \$ 690.00

☒ **Hotel PO#** _____ = \$1000.00

☒ **Other PO#** Airfare = \$ 578.00

☐ **Other PO#** Luggage = \$ 60.00

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

Sub Total \$2,900.32

Budget 126.90.160.2320.582 (100 %) \$474.24

226.90.160.2320.582 (100 %) \$158.08

Check Total \$632.32

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____