

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: 1/31/18



- | | | | |
|---------------------|---|--|---|
| Recognition: | <input type="checkbox"/> Students | <input type="checkbox"/> Staff | <input type="checkbox"/> Parents |
| Information: | <input type="checkbox"/> Building Report | <input type="checkbox"/> Old Business | <input type="checkbox"/> Superintendent's Report |
| Action: | <input type="checkbox"/> Resignation | <input type="checkbox"/> Hiring | <input type="checkbox"/> Contract Service Agreements |
| | <input checked="" type="checkbox"/> Travel Out-of-State | <input type="checkbox"/> Travel In State | <input type="checkbox"/> Approvals |
| | <input type="checkbox"/> Termination | <input type="checkbox"/> Legal Matters | <input type="checkbox"/> Other: |
| | This action request pertains to | <input type="checkbox"/> Elementary (only) | <input checked="" type="checkbox"/> High School/District Wide |

Date: 1/15/18

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

From **John Salois**
 Title: BHS Principal

Subject: Out of State Travel: NCCEP/GEAR UP Meeting

Justification: As a State GEAR UP School, we are required to attend our annual NCCEP/GEAR UP meeting. I am requesting travel for Cinnamon Crawford to attend the meeting NCCEP/GEAR UP in Las Vegas, Nevada on February 4th – 7th, 2018 (with travel dates including the 8th)

Financial Impact: The only cost to the District (out of middle and high school budgets per administrator approval) will be the difference between the State and BPS Per Diem rates which will be approximately \$300+ per person which will impact the high school and middle school budgets. All other expenses will be paid for by State GEAR UP.

Funding Source (Budget/grant, etc.): 226.60.150.2213.582 BHS Professional Development

Attachment(s): Conference Agenda Leave Slip; Professional Development Form

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

Comments: _____

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



Join Us for the CBW!
Las Vegas, NV
February 4-7, 2018



NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP

EXCEL • PROVE • MOBILIZE

SUNDAY / FEB. 4	MONDAY / FEB. 5	TUESDAY / FEB. 6	WEDNESDAY / FEB. 7
<p><i>The 2018 Capacity-Building Workshop is coordinated by the National Council for Community and Education Partnerships (NCCEP), the national association of the GEAR UP program.</i></p>	<p>7:00 am – 4:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am – 7:45 am Networking Breakfast</p> <p>8:00 am – 9:00 am WELCOME REMARKS & BURST SESSION: EXCEL</p> <p>9:15 am – 10:30 am EXCEL Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm EXCEL Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Networking Lunch</p> <p>1:30 pm – 3:00 pm GEAR UP Skill-Building Seminars</p> <p>3:00 pm – 3:30 pm Networking Break & Raffle in Exhibit Corridor</p> <p>3:30 pm – 4:30 pm GEAR UP Affinity Groups</p>	<p>7:00 am – 4:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am – 7:45 am Networking Breakfast</p> <p>8:00 am – 9:00 am BURST SESSION: PROVE</p> <p>9:15 am – 10:30 am PROVE Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm PROVE Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Networking Lunch</p> <p>1:30 pm – 3:00 pm GEAR UP Skill-Building Seminars</p> <p>3:00 pm – 3:30 pm Networking Break & Raffle in Exhibit Corridor</p> <p>3:30 pm – 4:30 pm GEAR UP Team Debrief</p> <p>5:00 pm – 6:00 pm GEAR UP Directors' Meeting</p>	<p>7:00 am – 1:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am – 7:45 am Networking Breakfast</p> <p>8:00 am – 9:00 am BURST SESSION: MOBILIZE</p> <p>9:15 am – 10:30 am MOBILIZE Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm MOBILIZE Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Closing Lunch & Adjournment</p>
<p>7:00 am – 5:00 pm District Leadership Institute (DLI) 2017-2018 Cohort</p> <p>4:00 pm – 7:00 pm CBW Registration & Information Booth Open</p>			

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Cinnamon Crawford
Building Browning High School

Employee #13667
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/5 - 8/18</u>	<u>25 hrs</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 NCCEP/GEAR UP Winter Meeting (Attach Brochure/Agenda)

Location Las Vegas, NV

Departure Date 2/4/18

Return Date 2/9/18

Departure Time 9:00 a.m.

Return Time 12:00 a.m.

Transportation: Personal Vehicle

Mileage 254 miles x .545 ÷ 2 = \$ 69.22

District Vehicle

Per Diem 1LIS12 + 1DOS42+4 days@90 = \$416.00

Professional Development

Registration PO# _____ Pd by MTGU = \$ -0-00

Hotel PO# _____ Pd by MTGU = \$ -0-.00

Other PO# _____ Airfare = \$ -0-.00

Other PO# _____ Luggage = \$ -0-.00

Shuttle is reimbursable with receipt

Sub Total \$485.22

Budget 226.60.150.2213.582 (100%) \$485.22

Check Total \$485.22

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____