

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/9/18



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: 10/2/18

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

From: Jill Mattingly
Title: Special Services Director

Subject: **Out of State Travel: Annual International Conference on Children with Disabilities**

Description: Request to travel out of district to attend the Division for Early Childhood's 34th Annual International Conference on Young Children with Disabilities Conference in Orlando, FL. October 22 through 26, 2018. The annual conference has multiple opportunities to network with leading experts in the field of early intervention, early childhood special education and related disciplines.

Financial Impact: \$2,844.91

Funding Source (Budget/grant, etc.): 115-76-456-2213-582-609

Attachment(s): Agenda/Leave Report/Travel Request/Professional Development Form

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

Comments: _____

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

Division for Early Childhood's 34th Annual International Conference on Young Children with Disabilities

LOCATION

[The Doubletree Hotel by Hilton at the Entrance to Universal Orlando](#)

Welcome to DEC 2018! We're glad you're here!

Schedule-At-A-Glance

Tuesday, 10/23

8:30 – 11:30 am | Pre-conference Sessions

1:00 – 4:00 pm | Pre-conference Sessions

4:30 – 6:00 pm | Opening Session & Keynote Anna Ballard in Universal Center

6:00 – 8:00 pm | Welcome Reception & Cocktail Hour in Exhibit Hall

Wednesday, 10/24

8:00 – 9:00 am | Poster Sessions & Coffee or Tea Hour in Exhibit Hall 9:15 – 10:15 am | 60-minute Breakout Sessions

10:30 am – 12:00 pm | 90-minute Breakout Sessions

12:15 – 1:15 pm | Poster Sessions in Exhibit Hall

Lunch on Your Own

1:30 – 2:45 pm | Keynote Jeanette Betancourt in Universal Center

3:00 – 4:30 pm | 90-minute Breakout Sessions

4:45 – 5:45 pm | 60-minute Breakout Sessions

6:00 – 7:00 pm | Poster Sessions in Exhibit Hall

6:30 – 8:30 pm | Resilience – a screening of the film in Seminole A

Thursday, 10/25

7:15 – 8:15 pm | DEC Annual Business Meeting in Seminole A

8:00 – 9:00 am | Poster Sessions & Coffee or Tea Hour in Exhibit Hall 9:15 – 10:15 am | 60-minute Breakout Sessions

10:30 am – 12:00 pm | 90-minute Breakout Sessions

12:15 – 1:15 pm | Poster Sessions in Exhibit Hall

Lunch on Your Own

1:30 – 2:45 pm | Keynote Recommended Practices Group in Universal Center

3:00 – 4:30 pm | 90-minute Breakout Sessions

4:45 – 5:45 pm | 60-minute Breakout Sessions

6:00 – 7:00 pm | Student Poster Sessions in Exhibit Hall

6:00 – 8:00 pm | J. David Sexton Memorial Reception at the South Pool

Friday, 10/26

7:30 – 9:00 am | Awards Breakfast in Universal Center

8:00 – 9:00 am | Poster Sessions & Coffee or Tea Hour in Exhibit Hall 9:15 – 10:15 am | 60-minute Breakout Sessions

10:30 am – 12:00 pm | 90-minute Breakout Sessions

12:15 – 1:15 pm | Poster Sessions in Exhibit Hall

Lunch on Your Own

1:30 – 2:45 pm | Closing Session & Keynote Ron Suskind in Universal Center

Exhibit Hall Hours

Tuesday

6:00pm-7:30pm

Wednesday & Thursday

7:30am-9:30am

11:45am-1:45pm

5:15pm-7:15pm

Friday

7:30am-9:30am

11:45am-1:45pm

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

Employee Name Jill Mattingly
Building Special Services

Employee #12045
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/22 thru 26/2018</u>	<u>40 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 DEC 34th Annual Int'l Conf. on Young Children with Disabilities (Attach Brochure/Agenda)

Location Double Tree Hotel, Orlando, Florida

Departure Date 10/22/18

Return Date 10/27/18

Departure Time 8:00 am

Return Time 9:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 RT @ \$0.545 = \$ 138.43

Per Diem 5 days @ \$90+\$30L+42S = \$ 522.00

Registration PO# _____ = \$470.00

Hotel PO# _____ = \$800.00

Other PO# Airfare/Rental Car = \$864.48

Other PO# Luggage = \$ 50.00

Both luggage receipts must be returned to the business office if taking in advance.
All other receipts are submitted for reimbursement on return from trip (SOP's)

Sub Total \$2,844.91

Budget #115-76-456-2213-582-609 (100 %) \$710.43

Check Total \$710.43

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____