

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/29/21



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**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

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**Date:**        9/21/21

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Sicily Bird  
**Title:**        Napi Principal

**Subject: Out of State Travel: AASL National Conference 2021-2022**

**Description:** Request travel for Andrea Sangray to attend the American Association of School Librarians (AASL) National Conference in Salt Lake City, Utah. Depart on October 20, 2021 and return 10/24/21.

**Financial Impact: \$1,781.68**

**Funding Source (Budget/grant, etc.):** 226.30.720.3500.582

**Attachment(s):** Travel Request/Schedule

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**             N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

# 2021 AASL National Conference

October 21 - 23, 2021

Salt Palace Convention Center

Salt Lake City, UT

## Wednesday, October 20

11:00 a.m. – 5:00 p.m.

Registration Open

Convention Center

12:00 p.m. – 4:30 p.m.

### [Preconference Workshops](#)

Marriott

6:00 p.m. – 9:30 p.m.

Dinner with a Local Librarian

Offsite

Indicates a ticketed event in which additional fees are required.

Dinner with a Local Librarian is open to all. Each attendee covers their own meal.

The Marriott is located directly across the street from the main entrance of the Salt Palace Convention Center with meetings rooms located on the first floor past the lobby.

## Thursday, October 21

7:00 a.m. – 7:30 p.m.

Registration Open

Convention Center

8:00 a.m. – 12:15 p.m.

### [Preconference Workshops](#)

Marriott

12:00 p.m. – 1:00 p.m.

[Welcome Home: AASL Welcoming Session](#)

Convention Center

12:30 p.m. – 3:00 p.m.

AASL-CAEP Program Review Training

Marriott

1:00 p.m. – 3:00 p.m.

IdeaLab/Conversation Corner

Convention Center

3:30 p.m. – 5:00 p.m.

[Opening General Session](#)

Convention Center

5:00 p.m. – 7:00 p.m.

Exhibits Opening

Convention Center

8:00 p.m. – 10:00 p.m.

### [ISS Networking Reception](#)

Offsite

Indicates a ticketed event in which additional fees are required.

The Marriott is located directly across the street from the main entrance of the Salt Palace Convention Center with meetings rooms located on the first floor past the lobby.

## Friday, October 22

7:30 a.m. – 4:30 p.m.

Registration Open

Convention Center

8:00 a.m. – 9:30 a.m.

[General Session](#)

Convention Center

9:30 a.m. – 10:30 a.m.

Exclusive Exhibit Time

Convention Center

10:30 a.m. – 11:30 a.m.

Concurrent Sessions

Convention Center

11:40 a.m. – 12:40 p.m.

Concurrent Sessions

Convention Center

12:40 p.m. – 2:00 p.m.

Exclusive Exhibit Time

Convention Center

2:00 p.m. – 3:00 p.m.

Concurrent Sessions

Convention Center

3:00 p.m. – 4:30 p.m.

Exclusive Exhibit Time

Convention Center

4:30 p.m. – 5:30 p.m.

Concurrent Sessions

Convention Center

## Saturday, October 23

7:30 a.m. – 3:00 p.m.

Registration Open

Convention Center

8:00 a.m. – 8:50 a.m.

[General Session](#)

Convention Center

9:00 a.m. – 10:00 a.m.

Concurrent Sessions

Convention Center

10:10 a.m. – 11:10 a.m.

Concurrent Sessions

Convention Center

11:10 a.m. – 1:00 p.m.

Exclusive Exhibit Time

Convention Center

1:10 p.m. – 2:10 p.m.

Concurrent Sessions  
Convention Center  
2:20 p.m. – 3:20 p.m.  
Concurrent Sessions  
Convention Center  
3:30 p.m. – 5:00 p.m.  
[Closing General Session](#)  
Convention Center  
6:30 p.m.  
[Rock Out Celebration](#)

Marriott

The Marriott is located directly across the street from the main entrance of the Salt Palace Convention Center with meetings rooms located on the first floor past the lobby.

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

Employee Name Andreas Sangray  
 Building Napi Elementary

Employee #13552  
 Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
October 20-24, 2021	24 hrs	SR
_____	_____	_____
_____	_____	_____

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 AASL National Conference (Attach Brochure/Agenda)

Location Salt Lake City, UT

Departure Date 10/20/21

Return Date 10/24/21

Departure Time 2:30 pm

Return Time 6:00 pm

Transportation:     Personal Vehicle  
                            District Vehicle  
                            Professional Development

Mileage 254 @ .56                            = \$ 142.24  
 Per Diem 4 days @ \$90.00 + \$15.00    = \$ 375.00

**Registration** PO# \_\_\_\_\_ = \$ 399.00  
 **Hotel** PO# \_\_\_\_\_ = \$ 765.44  
 **Other Return Receipt Required** = \$ 100.00  
 **Other** PO# \_\_\_\_\_ = \$ 0.00

**Sub Total** \$1,781.68

Budget 126.30.120.1700.582 (100 %) \$617.24

**Check Total \$617.24**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_