

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/8/19



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**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

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**Date:**      10/3/19

**To:**          **Corrina Guardipee-Hall**  
                    Superintendent

**From:**      Jennifer Wagner  
**Title:**       Principal

**Subject:**   **Out of State Travel**

**Description:**   Request approval for Brenda Johnston to attend The United States Holocaust Memorial Museum in Washington, DC., 10/11-15/19. Ms. Johnston is requesting only school related leave, mileage to the airport and 1 day per diem.

**Financial Impact:** \$ **218.08**

**Funding Source (Budget/grant, etc.):** 226.60.150.2213.582.0000

**Attachment(s):**   Conference Agenda/Travel Request

**Approval:**   Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:**      \_\_\_\_\_

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

9/12/2019

Yahoo Mail - A very special invitation to Washington, DC in October 2019 - save the date!

## A very special invitation to Washington, DC in October 2019 - save the date!

From: Jennifer Lemberg (jenniferlemberg@gmail.com)

To: ccrandall@longmeadow.k12.ma.us; charbaugh2002@yahoo.com; john.farris@holocaustcenter.org; torbaugh@uncc.edu; amccarney@gmail.com; merrymeltz@gmail.com; scottelone@gmail.com; historytec@yahoo.com; smq@pvs.k12.nm.us; kathydrobinson@comcast.net; dmtarney@yahoo.com; axpope@salisbury.edu; dmwagner@salisbury.edu; audrey.golden@gmail.com; hadleys67@msn.com; carrie\_nobert@hotmail.com; tracei.writtenow.willis@gmail.com; **brendajohnston91@yahoo.com**; holalori2010@gmail.com; beaumontm@billingsschools.org; thompson\_loyd@aps.edu; leslielawner@gmail.com; pbinuganda@yahoo.com; gdesler@gmail.com; mpledger@hightechhigh.org; jhoward@hightechhigh.org; wendyzwarren@yahoo.com; sondra.perl@gmail.com

Date: Sunday, December 23, 2018, 02:09 PM MST

Dear friends,

I'm writing now with great excitement about an amazing invitation we have received, and am very happy to share this news as we head into the holidays.

Sondra and I are pleased to tell you that our entire cohort of current satellite seminar leaders is invited to the United States Holocaust Memorial Museum (USHMM) in Washington D.C. over the long holiday weekend from **Friday, October 11 - Monday, October 14, 2019.**

The USHMM has generously offered to host us in Washington, providing hotels (single rooms!) and meals, and TOLI will cover your airfare. We anticipate scheduling several group dinners and possibly one evening on your own.

We know that you will be as thrilled as we are at this opportunity, which was proposed to us by our colleague Jeff Parker, Program Coordinator of Educational Initiatives at the USHMM, who attended the NYC summer seminar in 2015, participated in a seminar in Austria, and has helped to lead the seminar in Massachusetts with Cara Crandall.

Together with Jeff, we envision this weekend as a way for TOLI and the USHMM to learn with and from each other. The museum is very interested in introducing you to the exhibit Americans and the Holocaust (which some of you have seen already) and thinking with you about how those lessons and resources can be made more widely available in the areas your satellites reach. In turn, we will share our knowledge of pedagogy and inquiry-based approaches to Holocaust education as a way of helping to promote these methods and ideas. We know how valuable it will be for all of us to spend time together, and have therefore also scheduled time to allow us to talk about satellite-related questions.

We recognize that some of you know the USHMM well, while some have never been there. We are filled with anticipation at what it will mean to gather there together and share in this experience, and to learn from the rich and varied perspectives all of you will bring.

We will write again soon with more details, a timeline for confirming plans and arranging flights, etc. In the meantime, please let us know if you think you can be there - we realize this may take some doing - and know how much we are already savoring the thought of seeing you again.

This invitation represents, for us, an acknowledgement of all of your hard work and talent. We send you warm wishes for the holidays, and much gratitude for all that you do -

Jennifer & Sondra



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

Employee Name Brenda Johnston  
Building BROWNING HIGH SCHOOL

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

Date of Leave 10/11-15/19 Hours 7.8.8 Type of Leave SR

Employee Signature Brenda Johnston Date 9/17/2019

☒ Approved: Condition upon the specific leave being available for the specific employee ☐ Not Approved

Principal/Supervisor [Signature] Date 9-17-19

**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 The United States Holocaust Memorial Museum  
Attach Brochure/Agenda \_\_\_\_\_

Location Washington, DC

Departure Date 10/11/19

Return Date 10/15/19

Departure Time 6:00 a.m.

Return Time 10:00 a.m.

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☒ Professional Development

Mileage 254@.58=\$147.32  
Per Diem 1 dy@36=\$36.00

☐ Registration PO# \_\_\_\_\_ =\$  
☒ Hotel PO# \_\_\_\_\_ =\$209.44  
☐ Other PO# Airline (estimate) \_\_\_\_\_ = \$  
☐ Other PO# Baggage \_\_\_\_\_ =\$

Sub Total \$392.76

Budget 226.60.150.2213.582.0000 (70%)  
(30%)

Check Total \$183.32

Employee Signature Brenda Johnston Date 9/17/2019

Principal/Supervisor [Signature] Date 9-17-19

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