

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/27/18



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: 6/13/18

To **Corrina Guardipee-Hall**
 Superintendent

From: Lynne Keenan
 Title: Director of Child Nutrition

Subject: Out of state Travel: Annual National Nutrition Conference

Description: Request to attend the Annual National Nutrition Conference to be held in Las Vegas, NV July 7 - July 13, 2018.

Financial Impact: \$3,818.43

Funding Source (Budget/grant, etc.): Administrator Budget/Food Service

Attachment(s): Travel Request/Agenda Request

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

Comments: _____

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



ANNUAL NATIONAL CONFERENCE JULY 8 – 12 LAS VEGAS, NEVADA Schedule at a Glance

(Note: Conference days are Monday through Thursday this year.)

Saturday, July 7

2:00 pm–6:00 pm	Registration
-----------------	--------------

Sunday, July 8

7:00 am–5:00 pm	Registration
-----------------	--------------

8:00 am–12:00 pm	Chapter Leadership Workshop (<i>Pre-registration required</i>)
------------------	--

8:00 am–5:00 pm	Pre-Conference Sessions (<i>Pre-registration required</i>)
-----------------	--

1:00 pm–5:00 pm	Delegate Assembly
-----------------	-------------------

1:00 pm–5:00 pm	SNS Credentialing Exam (<i>Pre-registration required</i>)
-----------------	---

Monday, July 9

7:30 am–5:00 pm	Registration
-----------------	--------------

8:00 am–9:00 am	Education Sessions
-----------------	--------------------

8:00 am–9:00 am	District Directors/Supervisors Section Meeting
-----------------	--

9:00 am–10:15 am	Culinary Skills Lab
------------------	---------------------

9:15 am–10:15 am	Education Sessions
------------------	--------------------

9:15 am–10:15 am	First Timers Session
------------------	----------------------

9:15 am–10:15 am	Major City Directors/Supervisors Section Meeting
10:30 am–12:00 pm	Awards Ceremony
1:00 pm–2:00 pm	Education Sessions
2:15 pm–3:15 pm	Education Sessions & Culinary Demo
3:30 pm–5:00 pm	Opening General Session
5:30 pm–6:30 pm	New Connections Reception

Tuesday, July 10

6:45 am-7:30 am	STEPS Challenge Wellness Event
7:30 am-5:00 pm	Registration
8:15 am-9:30 am	Star Club Breakfast (<i>Invitation only</i>)
8:30 am-9:30 am	Education Sessions & Culinary Demo
10:00 am-2:00 pm	Exhibit Hall
11:00 am–4:00 pm	School Nutrition Research & Best Practices Showcase
2:15 pm–3:15 pm	Education Sessions & Culinary Demo
2:15 pm–3:15 pm	College Section Meeting
3:30 pm–4:30 pm	Education Sessions

Wednesday, July 11

7:30 am-5:00 pm	Registration
7:30 am-8:45 am	State Presidents/President-elect Meeting
8:45 am-9:45 am	Employee/Manager Section Meeting

8:45 am-9:45 am	Education Sessions
9:30 am-11:30 am	Exhibit Hall – Director’s Only
10:00 am-11:15 am	Education Sessions & Culinary Skill Lab
11:00 am-4:00 pm	School Nutrition Research & Best Practices Showcase
11:30 am-2:15 pm	Exhibit Hall
12:00 pm-2:00 pm	State Agency Section Meeting/USDA Workshop
2:30 pm-3:30 pm	Education Sessions & Culinary Demo
3:45 pm-4:45 pm	Education Sessions
4:00 pm-5:00 pm	Culinary Skills Lab (repeat)

Thursday, July 12

7:30 am–12:00 pm	Registration
8:30 am–10:00 am	Closing General Session
10:15 am–1:15 pm	Exhibit Hall
1:30 pm–2:30 pm	Education Sessions & Culinary Demo
2:45 pm–3:45 pm	Education Sessions
6:00 pm-7:30 pm; 8:30 pm-10:00 pm	Closing Event (Two Show Times!)

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

Employee Name Lynne Keenan
Building Food Service

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/6-7/13/18</u>	<u>40</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 Nutrition Conference (Attach Brochure/Agenda)

Location Las Vegas, NV

Departure Date 7/6/18

Return Date 7/13/18

Departure Time 8:00 a.m..

Return Time 8:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254x.545 = \$ 138.43
Per Diem 6 days 2 490 + 12L+30S. = \$ 672.00
 Registration PO# _____ = \$ 594.00
 Hotel PO# _____ = \$ 1819.00
 Other PO# pd as mileage = \$ 595.00
 Other PO# Luggage = \$ 0.00

Sub Total \$3818.43

Budget 112.92.910.3100.582 (100 %) \$ 1405.43
(%) _____

Check Total \$1405.43

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____