

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/24/24



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: 4/2/24

To: Corrina Guardipee-Hall
 Browning Public Schools

From: Jennifer Wagner
Title: Principal

Subject: **Out of State Travel: National Teacher of the Year Program 2023-2024**

Description: Request travel for Kevin Kicking Woman to attend 2024 National Teacher of the Year Program Washington Week in Washington, DC 4/28/24 thru 5/2/24.

Financial Impact: \$ \$4775.18

Funding Source (Budget/grant, etc.): 226.90.161.2213.582

Attachment(s): Travel Request/Conference Agenda

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

Comments: _____

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



Voicing Yesterday. Celebrating Today. Teaching Tomorrow.

2024 National Teacher of the Year Program Washington Week

Teacher Learning Plan

April 28 – May 2, 2024

Meeting Location:

Hilton Washington DC National Mall The Wharf

480 L'Enfant Plaza SW, Washington, DC 20024

Sunday, April 28

Time/Location	Description
Travel Day	<i>Please try to arrive in Washington, D.C., by late afternoon.</i>
2-6 p.m. EDT LOCATION	Registration OPEN
5:30-7 p.m. EDT LOCATION <i>Dress: Casual</i>	CCSSO Welcome and Orientation Session. <ul style="list-style-type: none">• An overview for the week and an opportunity to learn more about the people you're going to spend it with and get ready for the experiences ahead!

Monday, April 29 - Thursday May 2

Activities at a Glance

At this time, the agenda is not final. Washington Week may include the following activities, which are subject to change.

- **Programming Led by NTOY Team and NTOY Partners**
 - **Skill-Building Sessions:** Sessions will build on skills and content relevant to telling your story and advocating for your body of work.
 - **Teachers Leading for Equity:** Teachers will advance conversations of identity and equity, engaging with CCSSO staff and others.
 - **Educator Perspective Breakouts:** Teachers will have opportunities to discuss innovative ideas in education with CCSSO program partners and provide input, advice and classroom perspectives.

- **Smithsonian Day:** Teachers will visit Smithsonian museums and engage with the Smithsonian resources to learn strategies they can take back to their classrooms.

- **Capitol Hill Conversations:** Educators will meet with staffers from congressional offices to discuss education policy topics.

- **Teacher Talk Showcase:** This showcase is a special event featuring Teacher Talks from 2023 State Teachers of the Year that are sure to leave you inspired and invigorated.

- **TENTATIVE: White House Ceremony:** Teachers of the Year will be honored at the White House.

- **TENTATIVE: 2024 National Teacher of the Year Gala:** Teachers will be honored at a formal event.

Friday, May 3

9 a.m.-Noon	Self-Led Smithsonian Museum Visits: The Smithsonian staff is working to arrange a self-led morning visit on Friday, May 3, to the National Museum of African American History and Culture or the National Air and Space Museum. More details on ticket distribution are forthcoming.
Travel Day	

- **Programming Led by NTOY Team and NTOY Partners**
 - **Skill-Building Sessions:** Sessions will build on skills and content relevant to telling your story and advocating for your body of work.
 - **Teachers Leading for Equity:** Teachers will advance conversations of identity and equity, engaging with CCSSO staff and others.
 - **Educator Perspective Breakouts:** Teachers will have opportunities to discuss innovative ideas in education with CCSSO program partners and provide input, advice and classroom perspectives.

- **Smithsonian Day:** Teachers will visit Smithsonian museums and engage with the Smithsonian resources to learn strategies they can take back to their classrooms.

- **Capitol Hill Conversations:** Educators will meet with staffers from congressional offices to discuss education policy topics.

- **Teacher Talk Showcase:** This showcase is a special event featuring Teacher Talks from 2023 State Teachers of the Year that are sure to leave you inspired and invigorated.

- **TENTATIVE: White House Ceremony:** Teachers of the Year will be honored at the White House.

- **TENTATIVE: 2024 National Teacher of the Year Gala:** Teachers will be honored at a formal event.

Friday, May 3

9 a.m.-Noon	Self-Led Smithsonian Museum Visits: The Smithsonian staff is working to arrange a self-led morning visit on Friday, May 3, to the National Museum of African American History and Culture or the National Air and Space Museum. More details on ticket distribution are forthcoming.
Travel Day	

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

Employee Name Kevin Kicking Woman
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/27-5/3/24</u>	<u>48 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 2024 National Teacher of the Year Program Washington Week **(Attach Brochure/Agenda)**

Location Washington DC

Departure Date 4/26/24

Return Date 5/3/24

Departure Time 4:00pm

Return Time 6:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .67 = \$170.18
Per Diem 6 days @ \$105 + \$200S = \$650.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$2112.00
 Other PO# Airline = \$1843.00
 Other PO# _____ = \$ 0

To be reimbursed: **shuttle/taxi/parking upon return of receipts** Sub Total \$4775.18

Budget 226.90.161.2213.582 (100 %) \$820.18

Check Total \$820.18

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____