

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



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: 9/26/19

To: **Corrina Guadipee-Hall-Superintendent** **From:** Jeri Matt
 Browning Public Schools **Title:** Curriculum Director

Subject: Out of state travel: Plain Talk Literacy Conference

Description: Request travel for the following staff to attend the CDL-Plain Talk Literacy Conference in New Orleans on Jan 29-31, 2020: Jeri Matt, Sicily Bird, William Heusch, Toni Tatsey, Sheila Hall, Angela Heavy Runner, Edith Wagner, Genevieve Bragg Wilson, Andrea Evans, Nicole Whitney, Elisha Kennedy, Victoria, McClellan, Tracy Momberg, Racquel Littleplume and Jason Krane.

Financial Impact: \$2,715.34 ea

Funding Source (Budget/grant, etc.): MCLP GRANT 115.xx.423.2213.582.650

Attachment(s): Travel Request/Agenda

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

Comments: _____

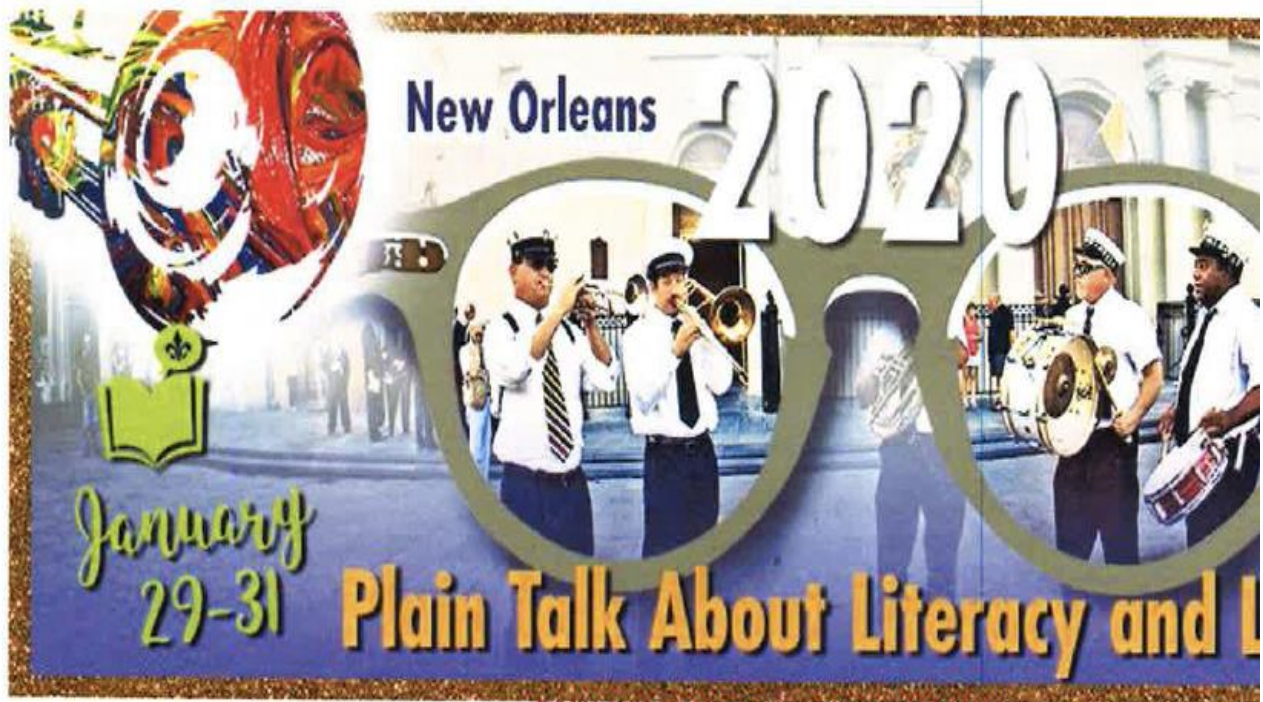
Board Action: N/A (Info) Approved Denied Tabled to: _____



Plain Talk About Literacy and Learning™

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Plain Talk About Literacy and Learning
January 29-31, 2020

What is Plain Talk About Literacy and Learning™?

Tuesday, January 28, 2020

4:30 pm – 8:00 pm **Early Registration Packet Pick-up for Plain Talk About Literacy**

Wednesday, January 29, 2020

| | |
|----------------------------|--------------------------------------|
| 7:00 am – 7:55 am | Breakfast |
| 8:00 am – 8:10 am | Welcome General Session |
| 8:10 am – 9:10 am | KEYNOTE – Scott Barry Kaufman |
| <i>9:10 am – 9:30 am</i> | <i>Break</i> |
| 9:30 am – 10:30 am | Thought Leaders |
| <i>10:30 am – 10:50 am</i> | <i>Break</i> |
| 10:50 am – 12:10 pm | Concurrent Sessions I |
| 12:15 pm – 1:15 pm | Lunch |
| 1:15 pm – 2:35 pm | Concurrent Sessions II |
| <i>2:35 pm – 2:55 pm</i> | <i>Break</i> |
| 2:55 pm – 4:15 pm | Concurrent Sessions III |

Thursday, January 30, 2020

| | |
|----------------------------|--------------------------------|
| 7:00 am – 7:55 am | Breakfast |
| 8:00 am – 8:10 am | General Session |
| 8:10 am – 9:10 am | KEYNOTE – Mike Schmoker |
| <i>9:10 am – 9:30 am</i> | <i>Break</i> |
| 9:30 am – 10:30 am | Thought Leaders |
| <i>10:30 am – 10:50 am</i> | <i>Break</i> |
| 10:50 am – 12:10 pm | Concurrent Sessions I |
| 12:15 pm – 1:15 pm | Lunch |
| 1:15 pm – 2:35 pm | Concurrent Sessions II |
| <i>2:35 pm – 2:55 pm</i> | <i>Break</i> |
| 2:55 pm – 4:15 pm | Concurrent Sessions III |

Friday, January 31, 2020

| | |
|----------------------------|-----------------------------------|
| 7:00 am – 7:55 am | Breakfast |
| 8:00 am – 8:10 am | General Session |
| 8:10 am – 9:10 am | KEYNOTE – David Kilpatrick |
| <i>9:10 am – 9:30 am</i> | <i>Break</i> |
| 9:30 am – 10:50 am | Concurrent Sessions I |
| 10:55 am – 11:55 am | Brunch |
| 11:55 am – 1:15 pm | Concurrent Sessions II |

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

Employee Name Sample Travel Request
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

| <u>Date of Leave</u> | <u>Hours</u> | <u>Type of Leave</u> |
|----------------------|--------------|----------------------|
| <u>1/27/20</u> | <u>2 hrs</u> | <u>SR</u> |
| <u>1/28-31/20</u> | <u>32</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 Plain Talk About Literacy and Learning Conf Attach Brochure/Agenda

Location New Orleans, LA

Departure Date 1/27/20

Return Date 2/1/20

Departure Time 2:00 pm

Return Time 2:00 pm

Transportation: Personal Vehicle Mileage 254 @ .58÷2 = \$ 73.66

District Vehicle Per Diem 4 days @ \$90+\$15S+\$48B/L = \$423.00

Professional Development

Registration _____ PO# _____ = \$ 745.00

Hotel 2 hotels PO# _____ = \$1125.68

Other airline _____ PO# _____ = \$ 348.00

Other _____ PO# _____ = 0

Sub Total \$2,715.34

Budget 115.xx.423.2213.582.650(100%) \$ 496.66

Check Total = \$ 496.66

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____