

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/28/17



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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:**    6/22/17

**To:**        **John Rouse**  
                  Superintendent

**From:**    John Salois  
**Title:**     HS Principal

**Subject:**   **Out of State Travel for Advanced Placement course in Literature and Composition.**

**Description:** Request out of state travel for Gustavo Garces to attend the Advanced Placement course in Literature and Composition in New York City, NY July 30 - August 5, 2017. Mr. Garces will be teaching the senior AP course that Katherine Bell taught last year and needs to attend this workshop in order to have the course certified.

**Financial Impact:** \$2,485.60

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

**Attachment(s):** Program Information Sheet, Leave Request

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

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

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

## 1. PROGRAM INFORMATION

# PROGRAM INFORMATION

### Overview

Our AP Summer Institute offers top-tier training in the instruction of Advanced Placement classes just a subway ride away from the excitement of Manhattan. We provide a week of professional education and rejuvenation to our participants, enriched by fun social events with cocktails and hors d'oeuvres, and the proximity of the world-class museums, theatres, and other cultural landmarks of New York City. This summer marks our 35th year of providing instruction in AP subjects, and we are proud to welcome back our talented consultants, all experts in their fields, year after year.

### Contact

email: [apinstitute@manhattan.edu](mailto:apinstitute@manhattan.edu)

phone: 718-862-7209

### Location

#### **Manhattan College, Riverdale, New York**

Located in the northwestern corner of New York City — a 30-minute subway ride from midtown Manhattan— Riverdale is a suburban residential section of the Bronx, north of Manhattan but south of Yonkers, a few blocks east of the Hudson River.

**Public transportation:** The College is one block west of Broadway at 242nd Street, where you can catch the #1 subway train into Manhattan.

**Vehicles:** Manhattan College is only a few blocks from both the Henry Hudson Parkway and I-87.

**Air Travel:** Easy transportation is available from all New York metropolitan airports. La Guardia Airport and Westchester County Airport are the closest, both about 25 minutes by taxi.

### Dates

July 31st to August 4th, 2017

Classes are offered Monday-Thursday 8:30 a.m. - 4:30 p.m., and Friday 8:30 a.m. - 1:00 p.m.

### Tuition & Fees

- \$950 to audit course/\$1600 to take course for 3 graduate credits

Tuition includes books and all course materials, parking, lunch and two daily coffee breaks with snacks, two receptions with hors d'oeuvres and cocktails. **All payments or purchase orders must be received by July 20th.**

Payment options include credit card (Visa, MasterCard, Discover and American Express), check or purchase order through your school district.

See more information below.

### Room & Board

The cost for a single room in our newest dormitory and all meals from Sunday 7/31 dinner through Friday 8/4 lunch is \$500. All room and board charges must be paid by July 20th.

### Registration

Registration is currently available on our homepage, [www.manhattan.edu/ap](http://www.manhattan.edu/ap). **While registration will be open until the first day of the courses, please note that participants registering after July 16th will be assessed a \$50 late registration fee.**

### Non-Payment Penalties

Pay your tuition and fees by the published deadline (July 20th) to avoid late fees. A late penalty of 1% of the outstanding balance of any student account will be added at the end of each month until the account is settled. Accounts not paid in full may be referred to a collection agency, which can result in additional collection and/or legal costs. Please note that participants are legally responsible for payment until it is received by Manhattan College, even if their school districts have agreed to fund their tuition.

Overdue tuition and fees may automatically terminate current enrollment and indefinitely suspend future enrollment. The College reserves the right to request prepayment before allowing registration for future terms. In addition, students with an outstanding obligation to the College will also be barred from online account access, receiving grade reports, parking decals and transcripts until all account balances have been paid.

### **Cancellation Policy**

If you cancel before the second class (August 1), you will receive an 80% refund. If you cancel after August 1, there will be no refund. Room and board will not be prorated.

The College reserves the right to cancel any course in July because of insufficient enrollment or for any other reason.

### **Grants to Feeder Schools**

Manhattan College awards a \$300 remission grant to any current or prospective teacher **taking the course for graduate credit** from a secondary school that has sent ten or more students to Manhattan College in the preceding 10-year period. A list of these schools is available on the registration page.

### **International Students**

As an international student, you will be required to obtain a visa in order to attend. If you are auditing the course, you should obtain a tourist visa. If you are taking the course for credit, you must procure a

F-1 student visa. Once payment has been made, Manhattan College will provide the necessary I-20 form that you will take to the American Embassy or Consulate to apply for the F-1 visa. Please note: once you obtain the correct visa, you may NOT switch your registration status from credit to audit or vice versa.

### **Credit vs. Audit**

You have the opportunity to take the AP course for graduate credit at an additional cost of \$650, a great benefit of our Institute.

If a participant chooses to take the course for graduate credit, he or she will receive three (3) graduate credits in education, a transcript after the course is completed, and a certificate upon completion of the course denoting 45 hours of professional development. During the week of the Institute, consultants will assign separate projects to be completed after the week of the course to receive graduate credit for the course. Consultants will then assign letter grades to those participants taking the class for credit, which will be due to the Director by August 28th; transcripts will be posted within the next few weeks.

Participants auditing the course will receive a certificate denoting 37.5 hours of professional development. There is no extra project and no transcript.

Selection of audit or credit will take place upon registration. Participants should check with their employer before making a decision. Those wishing to switch their status during the week of the workshop must fill out the relevant paperwork by Tuesday, August 1, and make a payment or request a refund.

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

Employee Name Gus Garces

Employee # \_\_\_\_\_

Building BROWNING HIGH SCHOOL

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

Date of Leave

Hours

Type of Leave

6/30 - 7/5

8.8.8.8

SR

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

Date \_\_\_\_\_

Approved; Condition upon the specific leave being available for the specific employee  Not Approved

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

Date 6-22-17

**TYPE OF LEAVE**

AN Annual

SL Sick Leave

\*\*\*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral \_\_\_\_\_

(Master Contract) Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

\*\*\*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 Advanced Placement Literature & Composition

Attach Brochure/Agenda

Location New York, NY

Departure Date 7/30/17

Return Date 8/5/17

Departure Time 8:00 AM

Return Time 9:00 PM

Transportation:

Personal Vehicle

District Vehicle

Professional Development

Mileage 254 @ .535 = \$137.16

Per Diem 7 days @ \$90.00 = \$630.00

Registration PO# \_\_\_\_\_ = \$950.00

Hotel PO# \_\_\_\_\_ = \$

Other PO# Airline = \$905.60

Other PO# \_\_\_\_\_ =

Sub Total \$2,485.60

Budget 226.60.150.1700.582.0000 (100%)  
(30%)

**Check Total \$ 767.16**

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

Date \_\_\_\_\_

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

Date 6-22-17

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

Date \_\_\_\_\_