

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/30/22



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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:** 3/22/22

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

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

**Subject:** Out of State Travel: AWSP/WASA Summer Conference 2021-2022

**Description:** Request out of state travel to attend AWSP/WASA 2022 Summer Conference; Spokane, Washington 6/24/22 - 6/29/22. The AWSP/WASA Summer Conference is an event for principals/superintendents/district level administrators that features a wide array of professional development seminars, inspiring networking activities, and a career center focusing on developing leaders and advancing careers.

**Financial Impact:** \$ 2,434.63

**Funding Source (Budget/grant, etc.):** 115-60-423-2213-582-582

**Attachment(s):** Travel Request/Schedule

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

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

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

## Agenda



## Conference Agenda

SATURDAY

JUNE 25

9 a.m. – 4 p.m.

### Full-Day Pre-Conference Sessions, Day 1:

CEL, Marzano, OR Danielson Instructional Framework Stage 1

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Increasing Teacher  
Effectiveness Through  
Focused  
Conversations

SUNDAY

JUNE 26

9 a.m. – 4 p.m.

### Full-Day Pre-Conference Sessions, Day 2:

CEL, Marzano, OR Danielson  
Instructional Framework Stage  
1

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Increasing Teacher  
Effectiveness Through Focused  
Conversations

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9 a.m. – 12 p.m.

**Morning Pre-Conference:** *Leadership for Achieving Equitable Student Outcomes* by Dr. Vernita Mayfield

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**Afternoon Pre-Conferences** (two options):

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1 – 4 p.m.

*Leadership for Achieving Equitable Student Outcomes*, by Dr. Vernita Mayfield

*Daunting Yet Doable – The Role of the Principal in a Professional Learning Community at Work*, by Dr. Janel Keating, Superintendent, White River SD

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5:00 - 6:00 p.m.

Exhibits Grand Opening and Presidents'  
Reception

6:15 - 8:30 p.m.

Opening Session and Sunday Banquet: **Ben Nemtin**

8:30 - 9:00 p.m.

Book Signing

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**MONDAY**

**JUNE 27**

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6:15 - 7:00 a.m.

Connect and Reflect: A Walk in the Park with

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7:00 - 8:00 a.m.	Continental Breakfast and Exhibits
8:15 - 9:30 a.m.	Keynote Session with <b>Shelley Moore</b>
9:30 - 9:45 a.m.	Break
9:45 - 10:45 a.m.	Concurrent Session 1
11 a.m. - 12 p.m.	Concurrent Session 2
12:15 - 1:30 p.m.	Association Luncheons
1:45 - 2:45 p.m.	Concurrent Session 3
2:45 - 3:45 p.m.	Exhibits (Dessert Social)
3:45 - 4:45 p.m.	Concurrent Session 4

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**TUESDAY** **JUNE 28**

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6:15 - 7:00 a.m.	Connect and Reflect: A Walk in the Park with <a href="#">Outdoor Schools WA</a>
7:00 - 9:30 a.m.	Exhibits and Coffee
8:00 - 9:00 a.m.	Concurrent Session 5
9:15 - 11:15 a.m.	

Closing Brunch and Keynote: **Dr. Richard White**  
*(Don't miss the prize drawings!)*

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

Employee Name Jennifer Wagner  
Building Browning High School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/24/22-6/29/22</u>	<u>42</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 AWSP/WASA Summer Conference (Attach Brochure/Agenda)

Location Spokane, WA

Departure Date 6/24/22

Return Date 6/29/22

Departure Time 12:00pm

Return Time 2:00pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 678x \$0.585 = \$396.63  
Per Diem 4 Day @ \$90+\$9B+\$24L+30D = \$423.00

<input checked="" type="checkbox"/> Registration PO#	=\$620.00
<input checked="" type="checkbox"/> Hotel PO#	=\$995.00
<input type="checkbox"/> Other PO#	=\$ 0.
<input type="checkbox"/> Other PO#	=\$ 0.

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$2,434.63

Budget 115-60-423-2213-582-582 (100%) \$819.63  
\_\_\_\_\_ ( \_\_\_\_\_ %)

**Check Total \$819.63**

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

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

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