

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/31/18



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: 1/15/18

To: **Board of Trustees**
 Browning Public Schools

From **Dennis Juneau**
 Title: BMS Principal

Subject: Out of State Travel: NCCEP/GEAR UP Meeting

Justification: As a State GEAR UP School, we are required to attend our annual NCCEP/GEAR UP meeting. I am requesting travel for John Schmid to attend the meeting NCCEP/GEAR UP in Las Vegas, Nevada on February 4th – 7th, 2018 (with travel dates including the 8th)

Financial Impact: The only cost to the District (out of middle and high school budgets per administrator approval) will be the difference between the State and BPS Per Diem rates which will be approximately \$300+ per person which will impact the high school and middle school budgets. All other expenses will be paid for by State GEAR UP.

Funding Source (Budget/grant, etc.): 126.50.471.1700.582 BMS Professional Development

Attachment(s): Conference Agenda/Travel Request

Comments: _____

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



Join Us for the CBW!
Las Vegas, NV
February 4-7, 2018



NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP

EXCEL • PROVE • MOBILIZE

SUNDAY / FEB. 4	MONDAY / FEB. 5	TUESDAY / FEB. 6	WEDNESDAY / FEB. 7
<p><i>The 2018 Capacity-Building Workshop is coordinated by the National Council for Community and Education Partnerships (NCCEP), the national association of the GEAR UP program.</i></p> <p>7:00 am – 5:00 pm District Leadership Institute (DLI) 2017-2018 Cohort</p> <p>4:00 pm – 7:00 pm CBW Registration & Information Booth Open</p>	<p>7:00 am – 4:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am – 7:45 am Networking Breakfast</p> <p>8:00 am – 9:00 am WELCOME REMARKS & BURST SESSION: EXCEL</p> <p>9:15 am – 10:30 am EXCEL Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm EXCEL Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Networking Lunch</p> <p>1:30 pm – 3:00 pm GEAR UP Skill-Building Seminars</p> <p>3:00 pm – 3:30 pm Networking Break & Raffle in Exhibit Corridor</p> <p>3:30 pm – 4:30 pm GEAR UP Affinity Groups</p>	<p>7:00 am – 4:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am – 7:45 am Networking Breakfast</p> <p>8:00 am – 9:00 am BURST SESSION: PROVE</p> <p>9:15 am – 10:30 am PROVE Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm PROVE Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Networking Lunch</p> <p>1:30 pm – 3:00 pm GEAR UP Skill-Building Seminars</p> <p>3:00 pm – 3:30 pm Networking Break & Raffle in Exhibit Corridor</p> <p>3:30 pm – 4:30 pm GEAR UP Team Debrief</p> <p>5:00 pm – 6:00 pm GEAR UP Directors' Meeting</p>	<p>7:00 am – 1:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am – 7:45 am Networking Breakfast</p> <p>8:00 am – 9:00 am BURST SESSION: MOBILIZE</p> <p>9:15 am – 10:30 am MOBILIZE Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm MOBILIZE Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Closing Lunch & Adjournment</p>

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

Employee Name John Schmid
Building Browning Middle School

Employee #**13667**
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/5 - 8/18</u>	<u>25 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 NCCEP/GEAR UP Winter Meeting **(Attach Brochure/Agenda)**

Location Las Vegas, NV

Departure Date 2/3/18

Return Date 2/9/18

Departure Time 5:00 p.m.

Return Time 12:00 a.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 198 miles x .545 ÷ 2 = \$ 53.96

Per Diem 5 days @ \$90.00 = \$450.00

Registration PO# _____ Pd by MTGU = \$ -0-00

Hotel PO# _____ Pd by MTGU = \$ -0-.00

Other PO# _____ Airfare = \$ -0-.00

Other PO# _____ Luggage = \$ -0-.00

Shuttle is reimbursable only with receipt

Sub Total \$503.96

Budget 126.50.471.1700.582 (100%) \$503.96

Check Total \$503.96

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____