

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 08/08/2017



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: 8/2/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jeri Matt
Title: Curriculum coordinator

Subject: **Infinite Campus Training**

Description: I recommend approving out of state training for Linda Baker & Rikie Calica to attend the Infinite Campus training in Blaine, MN August 20, 2017 to August 26, 2017.

Financial Impact: \$2,559.24

Funding Source (Budget/grant, etc.): 126/226.90.100.2213.582

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: _____

CC 4000: Mastering the Fundamentals of Campus

Offered:	Monday, August 21, 2017 at 8:00 AM Cen
Duration:	4.5 days
Location:	Infinite Campus, Bluegrass; 4321 109th Ave., NE, Blaine, MN 55449
Delivery:	In Person
Date:	Monday, August 21, 2017 - Friday, August 25, 2017
Audience:	Customers - Infinite Campus customers desiring an in-depth course on the product

On Friday, class ends at 12:00 PM.

Mastering the Fundamentals of Campus is a 4.5 day, in-depth course designed to understand the Campus Application from student to staff to system administration and maintenance. This course covers the functionality of the Campus SIS giving unique examples of different usability and setup options.

This course is not part of the credentialing program but is one tool to help in your preparation for the assessment.

If you would like more details regarding the contents of this course, please contact icu@infinitecampus.com

Description:

- 1 person from a district is \$750
- 2 people from a district is \$1,250
- 3 people from a district is \$1,750
- 4 people from a district is \$2,250

For more than 4 people from a district, please contact icu@infinitecampus.com for further discount options.

Cancellation Policy: Cancelling or rescheduling training, held at the Campus Headquarters in Blaine, must be made 15 business days prior to the beginning of training by sending an email to icu@infinitecampus.com. A cancellation made less than 15 days prior to the event will be invoiced for the full amount. If you registered for a class and send a replacement, please inform Infinite Campus before training begins by sending an email to icu@infinitecampus.com.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/21/17 - 8/25/17</u>	<u>40</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

<u>AN</u> Annual	<u>PL</u> Personal Leave	<u>ALWO</u> Approved Leave W/O Pay
<u>SL</u> Sick Leave	<u>JD</u> Jury Duty (attach verification)	<u>ULWO</u> Unapproved Leave w/o Pay
<u>*EX/SR</u> Extra-Curricular/School Related	<u>NG</u> National Guard	<u>SWP</u> Suspended w/Pay
	<u>FN</u> Funeral _____	<u>SWOP</u> 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 Infinite Campus Training (Attach Brochure/Agenda)

Location Blaine, MN

Departure Date 8/20/17

Return Date 8/26/17

Departure Time 9:00 AM

Return Time 12:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 198/2 x 0.535 =\$ 52.96

Per Diem 5 days @ \$90 + \$42 OS + \$12+\$8 IS =\$ 512.00

☒ Registration PO# =\$ 625.00

☒ Hotel PO# =\$ 676.88

☐ Other PO# Airfare =\$ 642.40

☐ Other PO# Luggage =\$ 50.00

Sub Total \$ 2,559.24

Budget 126.90.160.2213.582 (75 %) \$461.22

226.90.160.2213.582 (25 %) \$153.74

Check Total \$ 614.96

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____