

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 11/29/23



- 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:**        11/7/2023

**To:**            Corrina Guardipee-Hall  
                    Superintendent

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

**Subject:**    **Close Up Washington DC 2023-2024**

**Description:** Request travel for Kari McKay and Colin Sibbersen and 11 students to attend the Close-Up Civics Program in Washington DC, May 5, 2024 - May 11, 2024.

Advisor:        Colin Sibbersen  
Chaperone:     Kari McKay  
Students:       Amanda Anderson              Aaliyah Coversup              Raeshaun ManyHides-Rider  
                    Latesha Guerrero-Gobert      Nerrayah Snow                  Jonnie Spotted Eagle  
                    Tanner IronPipe                  Sno Momberg                      Tommy RunningRabbit  
                    Delbert Blackman                  Jorian Snow

**Financial Impact:** Estimated @ \$25923.80 (11 students @ \$2,152.00 = \$23,672  
2 adults @ \$2,502 = \$5,004.00 (less teacher fellowship \$2,752.20) = \$2,251.80

**Funding Source (Budget/grant, etc.):** Close Up budget #218. Students are fundraising for the cost to participate in the Program

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

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

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

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

# CLOSE UP HIGH SCHOOL PROGRAM - WASHINGTON, DC



**Arrive in Washington**  
Meet your Close Up concierge and explore DC with your school

#### Welcome Dinner

**Program Orientation & Community Building**  
Meet Close Up staff and explore your purpose and goals for the week

**Opening Workshop\***  
What are the **biggest issues that we face** in our democracy today?

**Facts & Fun: Ultimate Trivia Night**  
Show off your **knowledge of DC** with new teammates from across the country!

*\*Workshops are small learning communities made up of students from various states. Each workshop community is led by the same Close Up program instructor for the duration of the trip.*

*\*\* Study visits led by highly trained instructors provide unique opportunities to learn using historic sites and institutions as living classrooms.*

Sample schedule subject to change.



**American Political Values Study Visit \*\***  
How do the values of **liberty, equality, and justice** impact trends and ideas in the U.S. political system today?

**Jefferson Memorial—**  
What is the significance of liberty in the Founding Documents?

**FDR Memorial—**How was equality defined by FDR and his New Deal?

**MLK Memorial—**How did MLK influence the value of justice in the Civil Rights Movement?

**Lunch at Reagan Building and International Trade Center**

**Smithsonian Institution Exploration**  
Visit a **world-renowned museum** to learn about history and culture

**American Political Values Workshop**  
Examine the connections between **liberty, equality, and justice**

**Dinner at Hotel**

**Current Issues Discussion**  
Debate **hot topics** with new friends from across the U.S.



**War Memorials Study Visit**  
What do the **WWII, Vietnam Veterans, and Korean War Veterans Memorials** say about **those who have served and sacrificed**?

**Lincoln Memorial**  
How does the **imagery of this memorial** portray his legacy?

**National Politics Seminar**  
**Gain inside access and discuss current issues** with a DC lobbyist, journalist, or policymaker

**Capitol Hill Group Photo**  
**Lunch at L'Enfant Plaza**

**Citizen Action Site**  
Get inspired by examples of citizens making a difference in their communities and the nation

**U.S. Marine Corps Memorial**  
Visit the larger-than-life representation of the **iconic flag-raising at Iwo Jima**

**Dinner at Pentagon City**

**Mock Congress Workshop**  
**Debate, amend, and vote** on the same issues elected representatives are currently considering



**Capitol Hill Day**  
Meet with your **members of Congress** or their staff  
Observe congressional **committee hearings** to see how laws are formed

Explore the U.S. **Capitol Visitor Center** and Museum

Lunch at **Longworth Cafeteria**

Visit the **Supreme Court**, where landmark cases are decided

Explore the **Library of Congress** and view the symbolic art and architecture

Witness the House of Representatives and Senate in action in the **Galleries**

**DC Cultural Event**  
**See a show** at a famous theatre or experience a **night on the town**  
**Social Time**



**White House Study Visit**  
Discuss the role of the **executive branch** as you walk through the president's neighborhood

**Citizen Action Seminar**  
Hear from an **advocacy organization** about how they are impacting the community

**Neighborhood Study Visit and Lunch**  
Explore DC off the beaten path in places like **Dupont Circle** or **Chinatown**

**Air Force Memorial**  
**Honor those who have served** in the Air Force and get a breathtaking view of the city

**Arlington Cemetery**  
Visit our nation's most hallowed ground and witness the **Changing of the Guard**

**Closing Reflection**  
How will you **stay engaged** on issues that matter to you?

**Banquet and Dance**  
Enjoy a **fun-filled evening** with your new friends as you dance the night away



**Sightsee in Washington**  
Prior to your departure, spend some more time in the **city** with your school

**Depart for Home**

“  
*My experience on Close Up has forever changed my life. I met so many different students from across the U.S. and learned how to take action in my community.*

- Treanna, student, GA

CST-1002082-40: Registration as a seller of travel does not constitute approval by the State of California.

**CLOSE UP**  
WASHINGTON DC

**CALL:** 800-CLOSE UP (256-7387)

**EMAIL:** info@CloseUp.org

**VISIT:** www.CloseUp.org

**CONNECT:**

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

Employee Name Sample Travel Request  
Building Browning High School

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

**LEAVE REPORT**

| <u>Date of Leave</u>    | <u>Hours</u> | <u>Type of Leave</u> |
|-------------------------|--------------|----------------------|
| <u>5/5/24 - 5/11/24</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**

|  |                                    |                               |
|--|------------------------------------|-------------------------------|
| 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 Close Up Civics Program (Attach Brochure/Agenda)

Location Washington DC

Departure Date 5/5/24

Return Date 5/11/24

Departure Time 4:00am

Return Time 6:00pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = \$ 0.00

Per Diem 7 days @ \$105 + 1-IS \$20 = \$735.00

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

Hotel PO# \_\_\_\_\_ = \$967.00

Other PO# Airfare \_\_\_\_\_ = \$800.00

Other PO# Luggage \_\_\_\_\_ = \$ 60.00

To be reimbursed: shuttle/taxi/parking upon return of receipts      Sub Total **\$2502.00**

Budget Close Up Budget #218 (100 %) \$755.00

**Check Total \$755.00**

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

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

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