

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 8/8/23



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**Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignations                       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:**        8/1/23

**To:**            Board of Trustees  
                    Superintendent

**From:**        Corrina Guardipee-Hall  
**Title:**        Director of Maintenance/Facilities

**Subject: 2024 AASA National Conference on Education**

**Description:** Request travel to attend the 2024 AASA National Conference on Education in San Diego, California 2/13/24-2/18/24. Comprehensive education conference for public school superintendent and administrators combines peer to peer networking with other superintendents, opportunities to interact with game-changers from outside the education field.

**Financial Impact:** \$3,927.37 Lodging, Per Diem, Mileage, Airfare

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

**Attachment(s):** Travel Request/Conference Agenda

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

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

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



NATIONAL CONFERENCE ON  
EDUCATION

Presented by:



## **2024 AASA National Conference on Education 7/15/23-7/17/23 San Diego, CA San Diego Convention Center**

### **Wednesday, February 14**

#### **1 – 5pm Pre-Conference Workshops:**

- The Next Education Workforce: Team-based Staffing Models for Better Educator & Student Outcomes
- Portrait of a Graduate: Creating Coherence in a Future Focused System
- Developing Mindful Leaders: Strategies for Adult SEL
- Creating a Comprehensive Communication Strategy
- GenConnect Session — Speed Dating Edition: Connecting Superintendents and Educators with Gen AI Companies

#### **2 – 5pm**

Registration Open

#### **2 – 5pm**

Satellite Bookstore Hours

#### **4:30 – 5:30pm**

AASA Graduation Ceremonies

### **Thursday, February 15**

#### **7am – 3:30pm**

Registration Open

#### **7am – 6:30pm**

Hall Hours

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**7:30am – 3:30pm**  
Exhibit Hall Hours

**7:30 – 9am**  
Exhibit Hall Coffee Break

**8 – 10am**  
Special Contracts Session

**9 – 10am**  
**Educational Sessions and Roundtables-Leadership Impact**

**9 – 10am**  
Thought Leader Sessions

**10:15 – 11:15am**  
Educational Sessions and Roundtables

**10:15 – 11:15am**  
Thought Leader Sessions

**12noon – 1:30pm**  
Federal Relations Luncheon

**12:45 – 1:45pm**  
Thought Leader Session

**1:45 – 3pm**  
Exhibit Hall Snack Break

**2:15 – 3:15pm**  
**Educational Sessions and Roundtables-Game-Changing Opportunities for Rural Youth**

**2:15 – 3:15pm**  
Thought Leader Sessions

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**3:30 – 5:30pm**  
Opening General Session

**5:30 – 6:30pm**  
Welcome Reception

## **Friday, February 16**

**7:30am – 5pm**  
Registration Open

**7:30am – 5pm**  
Hall Hours

**8am – 3pm**  
Job Central

**8 – 9am**  
Educational Sessions

**9 – 11am**  
General Session

**11am – 12noon**  
Blessings in a Backpack Stuffing

**11am – 2:30pm**  
Exhibit Hall Hours

**11:15am – 12:15pm**  
Educational Sessions and Roundtables

**11:15am – 12:15pm**  
Thought Leader Sessions

**12:30 – 2:30pm**  
[Dr. Effie H. Jones Memorial Equity Luncheon](#)

**12:45 – 1:45pm**

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## Educational Sessions and Roundtables

**12:45 – 1:45pm**

Thought Leader Sessions

**1:45 – 2:15pm**

Exhibit Hall Snack Break

**2:30 – 3:30pm**

**Educational Sessions**-Transforming Summer: Evidence-Based Design for Joyful Learning

**2:30 – 3:30pm**

Thought Leader Session

**3:45 – 4:45pm**

Educational Sessions

**3:45 – 4:45pm**

Thought Leader Session

## **Saturday, February 17**

**7:30am – 12noon**

Registration Open

**7:30am – 12noon**

Satellite Bookstore Hours

**8 – 9am**

Educational Sessions

**9:15 – 10:15am**

Educational Sessions

**10:30am – 12noon**

Closing General Session

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

**Employee Name** Corrina Guardipee-Hall  
**Building** Administration

**Employee #** \_\_\_\_\_  
**Substitute Name** \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/13-2/18/23</u>	<u>32 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**

- |   |   |                                      |
|---|---|--------------------------------------|
| <b>AN</b> Annual                              | <b>PL</b> Personal Leave                  | <b>ALWO</b> Approved Leave W/O Pay   |
| <b>SL</b> Sick Leave                          | <b>JD</b> Jury Duty (attach verification) | <b>ULWO</b> Unapproved Leave w/o Pay |
| <b>*EX/SR</b> Extra-Curricular/School Related | <b>NG</b> National Guard                  | <b>SWP</b> Suspended w/Pay           |
|   | <b>FN</b> Funeral _____                   | <b>SWOP</b> 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** 2024 AASA National Conference on Education (**Attach Brochure/Agenda**)

**Location** San Diego, California

**Departure Date** 2/12/23

**Return Date** 2/18/23

**Departure Time** 4:00 p.m.

**Return Time** 6:00 p.m.

**Transportation:**  Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 254 x .655 = \$166.37  
**Per Diem** 6 days @ \$105+\$20D = \$496.00

**Registration** PO# \_\_\_\_\_ = \$ 755.00  
 **Hotel** PO# \_\_\_\_\_ = \$2000.00  
 **Other** PO# Airfare = \$ 450.00  
 **Other** PO# Luggage = \$ 60.00

**Submit Receipts on return for Taxi/Shuttle/Parking/Luggage**      **Sub Total \$3,927.37**

**Budget** 126.90.160.2320.582 (75 %) \$541.78  
226.90.160.2320.582 (25 %) \$180.59

**Check Total \$722.37**

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

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

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