

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/28/17



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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:**    6/22/2017

**To:**        **John Rouse**  
                  Superintendent

**From:**    Lynne Keenan  
**Title:**     Director of Child Nutrition

**Subject:**   **Out of state travel: National School Nutrition Association**

**Description:** I am requesting travel to attend the 2017 National School Nutrition Association in Atlanta, GA July 7 - July 13, 2017. The training is a yearly update geared toward four key areas; nutrition, operations, administration, communications and marketing..

**Financial Impact:** \$3,680.49

**Funding Source (Budget/grant, etc.):** Food Service Administrative Travel Budget

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

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

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

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



# 2017 Annual National Conference

## Friday, July 7

2:00 pm–6:00 pm Registration

## Saturday, July 8

7:00 am–5:00 pm Registration

8:00 am–12:00 pm Chapter Leadership Day *(Pre-registration required)*

8:00 am–5:00 pm Pre-Conference Sessions *(Pre-registration required)*

1:00 pm–5:00 pm SNS Credentialing Exam *(Pre-registration required)*

1:00 pm–5:00 pm Delegate Assembly

## Sunday, July 9

7:30 am–5:00 pm Registration

8:00 am–9:00 am Education Sessions

8:00 am–9:00 am District Directors/Supervisors Section Meeting

9:15 am–10:15 am First-Timers Session

9:15 am–10:15 am Education Sessions

9:15 am–10:15 am Major City Directors/Supervisors Section Meeting

10:00 am–11:45 am Optional time for individual worship

10:30 am–12:00 am Awards Ceremony

1:00 pm–2:00 pm Education Sessions

2:15 pm–3:15 pm Education Sessions

3:30 pm–5:00 pm Opening General Session: *Captains Mark and Scott*

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*Kelly*

**Monday, July 10**

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6:45 am-7:30 am	STEPS Challenge Wellness Event
7:30 am-5:00 pm	Registration
8:15 am-9:30 am	Star Club Breakfast ( <i>Invitation only</i> )
8:30 am-9:30 am	Education Sessions (new time slot!)
10:00 am-2:00 pm	Exhibit Hall
11:00 am-4:00 pm	School Nutrition Research & Best Practices Showcase
11:00 am-12:00 pm	Culinary Demonstration
11:30 am-11:55 am	SPARK Session
1:00 pm-2:00 pm	Culinary Demonstration
1:30 pm-1:55 pm	SPARK Session
2:15 pm-3:15 pm	Education Sessions
2:15 pm-3:15 pm	College Section Meeting
3:30 pm-4:30 pm	Education Sessions

**Tuesday, July 11**

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7:30 am-5:00 pm	Registration
7:30 am-8:45 am	State Presidents/President-elect Meeting
8:30 am-9:45 am	Employee/Manager Section Meeting
8:45 am-9:45 am	Education Sessions
9:30 am-11:30 am	Exhibit Hall-Directors Only ( <i>Director membership required*</i> )
10:00 am-11:00 am	Education Sessions

11:00 am-4:00 pm	School Nutrition Research & Best Practices Showcase
11:30 am-11:55 am	SPARK Session
11:30 am-2:15 pm	Exhibit Hall
11:45 am-12:45 pm	Culinary Demonstration
12:00 pm-2:00 pm	State Agency Section Meeting/USDA Workshop
12:30 pm-12:55 pm	SPARK Session
1:15 pm-2:15 pm	Culinary Demonstration
1:30 pm-1:55 pm	SPARK Session
2:30 pm-3:30 pm	Education Sessions
3:45 pm-5:00 pm	Education Sessions
6:00 pm-10:00 pm	Night Out at Ponce City Market
<b>Wednesday, July 12</b>	
7:30 am-12:00 pm	Registration
8:30 am-10:00 am	Closing General Session: Alex Sheen
10:15 am-1:15 pm	Exhibit Hall
1:30 pm-2:30 pm	Education Sessions
2:45 pm-3:45 pm	Education Sessions
7:30 pm-10:00 pm	Closing Event

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

Employee Name Lynne Keenan  
Building Child Nutrition

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/7-7/13 2017</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 2017 National School Nutrition Association (Attach Brochure/Agenda)

Location Atlanta, GA

Departure Date 7/7/2017

Return Date 7/13/2017

Departure Time 9:00 am

Return Time 9:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 254 x .535 = \$135.89  
Per Diem \$12+\$42+\$90 x 6 days = \$ 594.00

Registration PO# \_\_\_\_\_ = \$ 485.00  
 Hotel PO# \_\_\_\_\_ = \$1704.00  
 Other PO# Airfare = \$ 711.60  
 Other PO# Luggage = \$ 50.00

Sub Total \$ 3,680.49

Budget 112.92.910.3100.582 (100 %) \$729.89  
\_\_\_\_\_ ( \_\_\_\_\_ %)

**Check Total \$729.89**

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

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

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