

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/10/18



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: 7/2/18

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **Out of State Travel - Infinite Campus**

Description: Request travel for Crystal Tailfeathers, Loreal Momberg and Chanel Bird to attend Infinite Campus training in Blain Minnesota on July 23-27, 2018

Financial Impact: \$ 3,176.22 ea + 1 rental car

Funding Source (Budget/grant, etc.): Curriculum/Instruction budget 126/226.90.161.2213.582 (Crystal HS-counseling 226.60.150.2120.582 (Loreal). Office of the Principal 226.60.150.2410.582 (Josephine) Activities budget 226.60.720.3500.582/226.60.720.3500.810 (Chanel)

Attachment(s): Travel Request/registration info

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

Mastering Campus I

Instructors: A.Somers, J.Johnson, S.Johnson, M.Schaaf,
A.Sessions

- Language: English - ★★★★★

SESSIONS

ABOUT THIS CLASSROOM

CONTENT

CLASS ENDS AT NOON ON FRIDAY **ADDITIONAL INFORMATION**

There is a cost of \$650 to this course. Please read your confirmation notice for directions on sending payment.

Training uses the most current version of the Infinite Campus product with non-state specific data or fields.

Mastering Campus I is a 4.5 day, in-depth course held at our Campus Headquarters in Blaine, MN designed to understand the Basic Campus Application from student to staff to system administration and maintenance. This course covers the functionality of the Campus SIS (Student Information System) giving unique examples of different usability and setup options.

You will Learn To:

- Utilize Campus Community and Infinite Campus University Resources
 - Create District and School Announcements
 - Create and Edit District and School Information
 - Create Calendars and Years
 - Use Census Tools
 - Attach Person Documents
 - Understand and Set-Up Grading in Campus
 - Create Courses, Course Masters and Course Catalogs
 - Use Basic Scheduling Tools (Not Schedule Wizard)
 - Set-Up and Use Campus Instruction Gradebook
 - Submit and Process Grades
 - Post Transcripts
 - Create, Edit and Maintain User Security
 - Use Ad Hoc Reporting Basics
-



course you create a High School. All attendees are given a project to complete that requires the creation of an Elementary and Middle School. (Project optional for all customers and mandatory for all internal employees).

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

Cancellation Policy: To change or cancel an onsite training session. **To cancel session:** You are eligible for a full refund if you cancel 15 days prior to the scheduled training. Click on the person icon in the outer upper right hand corner to completely cancel the course. **To switch sessions:** If you would like to reschedule to another session, click on the person icon in the inner right hand corner and select your new session. If there is not another session scheduled, this icon will not appear.

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

Employee Name sample
Building admin

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/23-27/18</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 Infinite Campus Trianing Attach Brochure/Agenda

Location Blain, Minnesota

Departure Date 7/21/18

Return Date 7/27/18

Departure Time 3:00pm.

Return Time 10:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .545 ÷ 2 = \$ 69.22

Per Diem 4 days + BL & 2D = \$ 555.00

Registration _____ PO# _____ = \$ 650.00

Hotel _____ PO# _____ = \$1020.00

Other _____ PO# Airfare = \$ 832.00

Other PO# \$50 Luggage+rental car = \$ 50.00

Sub Total \$ 3,176.22

Budget listed on board request form (70%) \$ _____
(30%) \$ _____

Check Total \$674.22

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____