

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 12/14/21



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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

Date: 12/7/21

To: Corrina Guardipee-Hall
 Browning Public Schools

From: Sicily Bird
Title: Principal

Subject: **Out of state travel for 2022 Literacy Learning**

Description: Request out of state travel for Carson Bryant, Chase Nevarez & Jessica Racine for staff development to attend the 2022 Plain Talk About Literacy & Learning Training held in New Orleans on Feb. 9-11, 2022.

Financial Impact: \$2,869.00 ea

Funding Source (Budget/grant, etc.): 126.30.120.2213.582

Attachment(s): Travel Request/Conference Schedule

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

Comments: _____

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

2022 Plain Talk About Literacy and Learning[®]

Sponsored by Amplify

Schedule at a Glance

Please note that this schedule may change.

A more detailed schedule will be available at a later date.

Tuesday, February 8, 2022

Early Packet Pickup

4:00 pm – 8:00 pm

Wednesday, February 9, 2022

Breakfast	7:00 am - 8:00 am
Keynote	8:00 am - 9:10 am

Thought Leaders	9:30 am - 10:30 am
Concurrent Sessions I	10:50 am - 12:10 pm
Lunch	12:15 pm - 1:30 pm
Concurrent Sessions II	1:30 pm - 2:50 pm
Concurrent Sessions III	3:10 pm - 4:30 pm

Thursday, February 10, 2022

Breakfast	7:00 am - 8:00 am
Keynote	8:00 am - 9:10 am
Thought Leaders	9:30 am - 10:30 am
Concurrent Sessions I	10:50 am - 12:10 pm
Lunch	12:15 pm - 1:30 pm
Concurrent Sessions II	1:30 pm - 2:50 pm
Concurrent Sessions III	3:10 pm - 4:30 pm

Friday, February 11, 2022

Breakfast	7:00 am - 8:00 am
Keynote	8:00 am - 9:10 am
Concurrent Sessions I	9:30 am - 10:50 am
Brunch	10:55 am - 11:55 am
Concurrent Sessions II	11:55 am - 1:15 pm

The Center for Literacy and Learning
3500 North Causeway Blvd., Suite 1240, Metairie, LA 70002 | (504) 840-9786 |
plaintalk@cdl.org | www.cdl.org

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

Employee Name: Sample Leave Request
Building Napi

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/8-2/11, 2022</u>	<u>32</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 Plain Talk About Literacy & Learning (Attach Brochure/Agenda)

Location New Orleans, LA

Departure Date: 2/8/22

Return Date 2/12/22

Departure Time 10:00AM.

Return Time 4:30 PM.

Transportation: Personal Vehicle

Mileage 254 x .56 = \$71.12

District Vehicle

Per Diem 3 days @ \$90 +\$64 LO+\$40 SO = \$374.00

Professional Development

Registration PO# _____ = \$ 745.00

Hotel PO# _____ = \$ 750.00

Other PO# Airfare = \$1000.00

Other PO# Luggage = \$ 0.00

Sub Total \$2,869.00

Budget: 126.30.120.2213.582 (100%)

Check Total \$445.12

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____