

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/11/18



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: 9/4/18

To: **Corrina Guardipee Hall**
 Superintendent

From: Nikki Hannon
Title: PCOP Director

Subject: **Out of State Travel to 2018 NAEHCY Conference**

Description: Request approval for travel to attend the 30th annual National Association for the Education of Homeless Children and Youth Conference in Anaheim, California on October 27-30, 2018.

Financial Impact: \$2,271.43 (estimate)

Funding Source (Budget/grant, etc.): 115.90.438.2213.582.443

Attachment(s): conference agenda, leave request

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

Comments: _____

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



30TH ANNUAL NAEHCY CONFERENCE

ANAHEIM - CALIFORNIA

OCTOBER 27-30, 2018

Draft Conference Schedule At-A-Glance

Time	Event	Location
Saturday, October 27, 2018		
PreConference Institutes		
7:30 a.m. – 12:00 p.m.	PreConference Registration	Ballroom Level, Registration Desk
9:00 a.m. – 12:00 p.m.	PreConference Institutes I	Ballroom Level / Concourse Level
12:00 p.m. – 1:30 p.m.	Lunch On Your Own	
1:30 p.m. – 4:30 p.m.	PreConference Institutes II	Ballroom Level / Concourse Level
1:30 p.m. – 4:30 p.m.	Conference Registration	Ballroom Level, Registration Desk
Sunday, October 28, 2018		
Full Conference Day One		
Hilton Anaheim		
7:00 a.m. – 4:00 p.m.	Conference Registration / Vendors and Exhibits	Ballroom Level, Registration Desk
11:30 a.m. – 5:00 p.m.	Raffle	Pacific Registration Desk
7:00 a.m. – 8:00 a.m.	Conference Continental Breakfast	Pacific Ballroom
8:15 a.m. – 9:45 a.m.	Opening General Session	Pacific Ballroom
	Keynote: Mandy Manning	
9:45 a.m. – 10:00 a.m.	Comfort Break	All Levels
10:00 a.m. – 11:15 a.m.	Concurrent Sessions 1	Ballroom Level / Concourse Level
11:30 a.m. – 1:45 p.m.	General Session Luncheon	Pacific Ballroom
1:45 p.m. – 2:00 p.m.	Comfort Break	All Levels
2:00 p.m. – 3:15 p.m.	Concurrent Session 2	Ballroom Level / Concourse Level
3:15 p.m. – 3:45 p.m.	Comfort and Refreshment Break	All Levels
3:45 p.m. – 5:00 p.m.	Concurrent Session 3	Ballroom Level / Concourse Level
5:15 p.m. – 6:30 p.m.	NAEHCY Annual Meeting	Space TBD
6:30 p.m. – 8:00 p.m.	Opening Night Reception	Level Five – Lanai Deck
Monday, October 29, 2018		
Full Conference Day Two		
Hilton Anaheim		
7:00 a.m. – 4:00 p.m.	Conference Registration / Vendors and Exhibits	Ballroom Level, Registration Desk
7:00 a.m. – 4:30 p.m.	Raffle	Pacific Registration Desk
7:00 a.m. – 8:00 a.m.	Conference Continental Breakfast	Pacific Ballroom
8:15 a.m. – 9:45 a.m.	General Session	Pacific Ballroom
	Keynote: Carolyn Gentle-Genitty	
9:45 a.m. – 10:00 a.m.	Comfort Break	All Levels
10:00 a.m. – 11:15 a.m.	Concurrent Sessions 4	Ballroom Level / Concourse Level
11:30 a.m. – 1:15 p.m.	General Session Luncheon	Pacific Ballroom
1:15 p.m. – 1:30 p.m.	Comfort Break	All Levels
1:30 p.m. – 2:45 p.m.	Concurrent Sessions 5	Ballroom Level / Concourse Level
2:45 p.m. – 3:15 p.m.	Comfort and Refreshment Break	All Levels
3:15 p.m. – 4:30 p.m.	Concurrent Sessions 6	Ballroom Level / Concourse Level
Tuesday, October 30, 2018		
Full Conference Day Three – Half Day		
Hilton Anaheim		
7:00 a.m. – 8:00 a.m.	Conference Full Breakfast	Pacific Ballroom
8:15 a.m. – 9:45 a.m.	General Session	Pacific Ballroom
	Keynote: Brian Peterson	
9:45 a.m. – 10:00 a.m.	Comfort Break	All Levels
10:00 a.m. – 11:15 a.m.	Concurrent Sessions 7	Ballroom Level
11:15 a.m.	Conference Adjournment (lunch on your own)	

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

Employee Name J. Nikki Hannon
Building PCOP

Employee #11194
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/27/18-10/31/18</u>	<u>25</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 30th Annual NAEHCY conference **(Attach Brochure/Agenda)**

Location Anaheim, CA

Departure Date 10/27/18

Return Date 10/31/18

Departure Time 2:00 PM.

Return Time 11:00 PM

Transportation: Personal Vehicle Mileage 254 x .545 = \$138.43
 District Vehicle Per Diem 3 @ 90+B @ 18+L @ 12+30+S@ 15=42 = \$387.00
 Professional Development

Registration PO# _____ = \$ 525.00
 Hotel PO# _____ = \$ 719.00
 Other PO# Airfare _____ = \$ 502.00
 Other PO# Luggage (\$50) _____ = \$ 50.00

Sub Total \$2,271.43

Budget 115.90.438.2213.582.443 (100 %) \$575.43

Check Total \$575.43

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____