

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/8/18



---

**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:**      5/1/18

**To**            **Board of Trustees**

**From:**    **Corrina Guardipee-Hall**

**Title:**      Superintendent

**Subject:**   **Out of State Travel: AVID Summer Institute**

**Description:**   Request approval to travel to the AVID Summer Institute in Orlanda, Florida July 8-July 12, 2018 (includes travel days July 8 and July 12).

**Financial Impact:**   **\$3,577.22**

**Funding Source (Budget/grant, etc.):** **MCLP Grant**

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

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

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

---

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



**2018 SUMMER INSTITUTE  
JULY 9, 2018 - JULY 11, 2018  
ORLANDO, FLORIDA**

**July 8**

**July 9**

**July 10**

**July 11**

| <b>2018 Summer Institute Schedule</b>                  |  |  |   |
|--|--|--|---|
| <b>Day 0</b>   | <b>Day 1</b>   | <b>Day 2</b>                                       | <b>Day 3</b>  |
| <b>Check-In/Help &amp; Info Desk</b><br>2:00 – 6:00 pm | <b>Check-In</b><br>6:30 – 8:00 am                    | <b>Morning Coffee</b><br>7:00 – 8:00 am            | <b>Morning Coffee</b><br>7:00 am – 8:00 am          |
| <b>AVID Merchandise Sales</b><br>2:00 – 6:00 pm        | <b>AVID Merchandise Sales</b><br>6:30 am – 3:30 pm   | <b>AVID Merchandise Sales</b><br>9:30 am – 5:30 pm | <b>AVID Merchandise Sales</b><br>7:00 am – 10:00 am |
|  | <b>Help &amp; Info Desk</b><br>6:30 am – 5:00 pm     | <b>Help &amp; Info Desk</b><br>7:00 am – 5:00 pm   | <b>Help &amp; Info Desk</b><br>7:00 am – 3:00 pm    |
|  | <b>Grab-n-Go Breakfast</b><br>7:00 – 8:00 am         | <b>Strands</b><br>8:00 am – 12:00 pm               | <b>Strands</b><br>8:00 am – 12:00 pm                |
|  | <b>Site Teams</b><br>8:00 – 9:30 am                  | <b>Coffee Break</b><br>9:30 – 10:00 am             | <b>Coffee Break</b><br>9:30 – 10:00 am              |
|  | <b>Coffee Break</b><br>9:30 – 10:00 am               | <b>Lunch on Own</b><br>12:00 – 1:15 pm             | <b>Lunch on Own</b><br>12:00 – 1:15 pm              |
|  | <b>Strands</b><br>10:00 am – 12:00 pm                | <b>Site Teams</b><br>1:15 – 3:30 pm                | <b>Site Teams</b><br>1:15 – 3:00 pm                 |
|  | <b>Lunch on Own</b><br>12:00 – 1:15 pm               | <b>General Session</b><br>4:00 – 5:00 pm           | <b>Conference Ends</b><br>3:00 pm                   |
|  | <b>Iced Tea &amp; Snack Break*</b><br>2:30 – 3:15 pm |  |   |
|  | <b>Strands</b><br>1:15 – 5:00 pm                     |  |   |

**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> |
|----------------------|--------------|----------------------|
| 7/8 - 7/12, 2018     | 32 hrs       | <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:** AVID Summer Institute **(Attach Brochure/Agenda)**

**Location:** Orlando, Florida

**Departure Date** 7/8/18

**Return Date** 7/12/18

**Departure Time** 7:00 p.m.

**Return Time** 7:00 p.m.

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

**Mileage** 245 @ .545 ÷ 2 = 69.22  
**Per Diem** 6 days x \$90 + \$15D = \$438.00

**Registration** PO# \_\_\_\_\_ = \$870.00  
 **Hotel** PO# \_\_\_\_\_ = \$1,400.00  
 **Other** PO# \_\_\_\_\_ = \$800.00  
 **Other** PO# Luggage = \$ 0.00  
**Sub Total** \$3,577.22

**Budget** 126.50.130.1700.582 (100 %) \$507.22

**Check Total** \$507.22

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

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

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