

Monroe County School District  
Out of County Travel - May 14, 2018

Employee Name	Dates	Purpose	Location
Brown, Jason	May 13-16, 2019	FL DOE School Security Specialist Certification	Ft. Lauderdale, FL
Walker, Jennifer	June 17-20, 2019	RIVHSA Leadership Summit	Atlanta, GA
Walden, Kevin	June 18-22, 2019	Youth Mental Health First Aide Training	Tampa, FL
Goins, Daliana Laffler, Mark Means, Marissa	June 25-29, 2019	Youth Mental Health First Aide Training	Tampa, FL
Moody, Tina	July 7-20, 2019	PLTW Core Training	Atlanta, GA
Axford, Theresa	July 8-12, 2019	NEFEC Summer Leadership Conference	Ponte Vedra, FL
Jackson, Effie	July 12-17, 2019	School Nutrition Annual National Conference	St. Louis, MO
Mira, Sibba	July 14-18, 2019	FACTE Conference	Orlando , FL
Vera, Olga	July 15- 17, 2019	FACT Conference	Orlando , FL
Brown, Jason	July 23-26, 2019	Threat Assessment Training	Winter Haven, FL
Carl Bish Swango, Rebecca	July 28-Aug. 1, 2019	AP Workshop	Tampa, FL
Harris, Callie	Aug. 12-28, 2019	NOAA Teacher at Sea	Kodiak, Alaska
DeLucia, Daniella Flaherty, Amy	Aug 26-28, 2019	SHRM Florida State Conference and Expo	Orlando, FL



## Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Name **JASON BROWN**

School/Department **Facilities & Operations**

Position **Safety & Security Coordinator**

Requested Dates	
From:	Time
05/13/2019	2:00 pm
To:	Time
05/16/2019	9:00 pm
No. of Days: 3	

### Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ \*With Pay

☐ Without Pay

(\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:  
A Doctor's statement is required for any extended sick leave that exceeds 30 days

ILLNESS

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

FL DOE School Security Specialist Certification

Ft. Lauderdale

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT
	0110	7900	0330	9155	8645

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee  
Signature:

**Jason D. Brown**

Digitally signed by Jason D. Brown  
DN: cn=Jason D. Brown, o=Monroe County School District,  
ou=Safety and Security Coordinator,  
email=Jason.Brown@KeysSchools.com, c=US  
Date: 2019.04.23 16:39:43 -04'00'

Date:

Approved:

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

## Patricia Nicholas

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**From:** Jason Brown  
**Sent:** Tuesday, April 23, 2019 3:52 PM  
**To:** Patricia Nicholas  
**Subject:** FW: Update: School Safety Specialist Certification Training (Active Shooter)  
**Importance:** High

Will this work or wait?

**From:** Collins, Julie <Julie.Collins@fldoe.org>  
**Sent:** Tuesday, April 23, 2019 3:21 PM  
**To:** Collins, Julie <Julie.Collins@fldoe.org>  
**Subject:** Update: School Safety Specialist Certification Training (Active Shooter)  
**Importance:** High

Hello School Safety Specialists!

We have gotten a very enthusiastic response to this training, and lots of folks are eager for details in order to get approval to travel, to make hotel reservations, etc. The vendor has advised that they are finalizing the registration site and our office is waiting on the final approval of the final procurement documents. Both the registration site and the procurement should be ready this week. As soon as I have the details, I will email you all with a link to the registration site. There are plenty of slots in all three classes.

Thanks for your patience...

Julie Collins  
Office of Safe Schools  
850-245-0676

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**From:** Collins, Julie  
**Sent:** Friday, April 12, 2019 10:59 AM  
**To:** Collins, Julie <Julie.Collins@fldoe.org>  
**Subject:** School Safety Specialist Certification Training (Active Shooter)  
**Importance:** High

School Safety Specialists,

We have 3 dates and locations scheduled for the SSS training that is required to be completed by July 1, 2019.

Here is the schedule:

- Fort Lauderdale area: May 14-16, 2019
- Orlando area: June 11-13, 2019
- Tallahassee area: June 18-20; 2019

Please block out one of the sessions on your calendar and start making arrangements to attend. In addition to the SSS training, Sylvia is planning some FSSAT training in conjunction with the Orlando and Tallahassee sessions.

Julie Collins  
Office of Safe Schools  
Department of Education  
325 West Gaines Street  
Tallahassee, FL 32399  
Office: 850-245-0676





View Absence #365082589 - Walker, Jennifer

Status: No Substitute Required / Unapproved

June 17 - June 20

Hours Per Day: 7.5 | Created: 5/7/19 2:35 PM | Last Update: 5/7/19 2:35 PM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

June 17 - June 20 at Pre-K Department - Early Childhood0 out of 4 Days Reconciled

⤴

NEXT STEPS

⤴

Select the day(s) you will be out:  
FromTo  
06/17/201906/20/2019

⬅June 2019➡

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Absence ReasonTDE

TimeSubstitute Report Time

Full DayFull Day

08:00 AM to 04:00 PM08:00 AM to 04:00 PM

Accounting CodeNone Selected

ABSENCE SUMMARY

⤴

Substitute RequiredNo

u Monday, June 17, 2019

u Tuesday, June 18, 2019

u Wednesday, June 19, 2019

u Thursday, June 20, 2019

Pre-K Department - Early Childhood

ⓘ

8:00 AM - 4:00 PM

TDE

Notes & Attachments

⤴

Notes to Administrator

(Viewable only by Administrator and Employee)

RIVHSA Leadership SummitAtlanta, GAJune 17-20, 2019

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded Files

TDE J Walker June.pdf

Related Files

No Related Files

Edit Absence

Split Absence

✕ Delete



REGION IV HEAD START ASSOCIATION

**2019 LEADERSHIP SUMMIT**

June 17-20, 2019 | Atlanta, Georgia

STANDARDS *of*  
EXCELLENCE

IMPORTANT DEADLINES

Advance Registration: March 1 – June 1

Hotel Group Rate: March 1 – June 1

**REGISTRATION OFFERS**

- RIVHSA member agencies receive a discounted rate.
- Outside of Region IV? RIVHSA offers a special rate just for you.
- First 100 registrants entered to win amazing RIVHSA swag and prizes.

March 1, 2019

## SCHEDULE AT A GLANCE

**This schedule is tentative and subject to change.** A purchased conference registration includes all conference activities except pre-conference seminars and the Public Policy Luncheon.

### MONDAY JUNE 17

#### PRE-CONFERENCE EVENTS

7:15 a.m. – 8:00 a.m.  
Pre-Conference Registration

8:00 a.m. – 4:30 p.m.  
Pre-Conference Seminars

11:30 a.m. – 1:00 p.m.  
Public Policy Luncheon

Advance registration and  
additional fees are required for  
these events.

11:00 a.m. – 5:00 p.m.  
General Registration

5:00 p.m. – 6:30 p.m.  
Welcome Reception

### TUESDAY JUNE 18

8:00 a.m. – 12:00 p.m.  
Conference Registration

8:30 a.m. – 10:00 a.m.  
Opening Session

10:30 a.m. – 12:00 p.m.  
Concurrent Workshops

12:00 p.m. – 1:30 p.m.  
Recess for Lunch

1:00 p.m. – 4:00 p.m.  
Conference Registration

1:45 p.m. – 3:15 p.m.  
Concurrent Workshops

3:45 p.m. – 5:00 p.m.  
Afternoon Plenary Session

### WEDNESDAY JUNE 19

8:00 a.m. – 12:00 p.m.  
Conference Registration

8:30 a.m. – 10:00 a.m.  
Concurrent Workshops

10:30 a.m. – 12:00 p.m.  
Concurrent Workshops

12:00 p.m. – 1:30 p.m.  
Recess for Lunch

1:45 p.m. – 3:15 p.m.  
Concurrent Workshops

3:45 p.m. – 5:00 p.m.  
Afternoon Plenary Session

### THURSDAY JUNE 20

9:00 a.m. – 10:30 a.m.  
Closing Session

"Great leadership  
conference!"  
- June 2015 Participant

"This conference was well  
organized and purposefully  
executed."  
- June 2016 Participant

"Keep up the quality of the  
presenters. All were  
excellent, knowledgeable."  
- June 2017 Participant





## Request for Leave

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RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Social Security Number

Kevin Walden

Name

SLS/0201

School/Department

Tech Integration Specialist

Position

### Requested Dates

From	Time
June 18	8:00 AM
To	Time
June 22	12:00 PM
Number of Working Days: 5	

### Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

\_\_\_\_ Related to Injury-In Line of Duty

☐ PERSONAL LEAVE \_\_\_\_ \*With Pay \_\_\_\_ Without Pay

(\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

☐ EXTENDED SICK LEAVE - (Without Pay) Related to: \_\_\_\_ ILLNESS \_\_\_\_ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER: \_\_\_\_\_  
Explain

☐ TEMPORARY DUTY IN-COUNTY: Youth Mental Health  
Nature of meeting First time

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting Training Location Tampa FL

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT
	0110	6130	0330	9015	8623

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

Signature: \_\_\_\_\_

Date: 4/16/19

Approved: \_\_\_\_\_

Principal/Director

Date: 4/16/2019

Not

Approved: \_\_\_\_\_

Principal/Director

Date: \_\_\_\_\_

Leave

Granted: \_\_\_\_\_

Superintendent

Date: \_\_\_\_\_

Not

Granted: \_\_\_\_\_

Superintendent

Date: \_\_\_\_\_

Congratulations! You have been invited to attend the Youth Mental Health Train-the-Trainer Session!

Trainings will be held at two different University of South Florida (USF) locations on the following dates:

Training Dates (3-Day)	Training Location	Registration Deadline	Travel Paperwork Deadline
May 6, 7, & 8, 2019 (8:00 a.m. – 5:00 p.m.)	USF St. Petersburg Campus Student Life Center Conference Space 200 6th Avenue South, St. Petersburg, FL 33701  Room #: 2100 & 2101	Monday, April 22, 2019	Wednesday, April 24, 2019*
June 19, 20, & 21, 2019 (8:00 a.m. – 4:30 p.m.)	USF Tampa Campus Florida Mental Health Institute 13301 Bruce B. Downs Blvd. Tampa, FL 33612  Room #: MHC 1430 & 1503	Tuesday, June 4, 2019	Friday, June 7, 2019*
June 26, 27, & 28, 2019 (8:00 a.m. – 4:30 p.m.)	USF Tampa Campus Florida Mental Health Institute 13301 Bruce B. Downs Blvd. Tampa, FL 33612  Room #: MHC 1430 & 1503	Tuesday, June 11, 2019	Friday, June 14, 2019*

If you are interested in attending one of the 3-day training sessions, please register at one of the following links by the registration deadline listed above:

**Eventbrite Link for April 17, 18, & 19, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-session-registration-59051732321?aff=ymhfaapril>

**Eventbrite Link for May 6, 7, & 8, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-3-day-registration-59059320016?aff=ymhfamay>

**Eventbrite Link for June 19, 20, & 21, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-3-day-registration-59060793423?aff=ymhfaune1>

**Eventbrite Link for June 26, 27, & 28, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-3-day-registration-59061533637?aff=ymhfaune2>

**NOTE:** Seats are filled on a first come, first serve basis. Due to limited seating, and to allow an opportunity for invitees to attend, please register for only one 3-day training date.

Mental Health First Aid USA reserves the right to deny certification to any trainee who does not satisfy the requirements of the training. Participants must be present for the training in its entirety in order to be considered for certification. Each participant will also be assessed on their ability to teach the course based on an oral presentation and a written exam.

**TRAVEL REIMBURSEMENT:**

If you are requesting reimbursement for travel expenses, please see the attached documents for reimbursement instructions. \* The attached reimbursement forms need to be submitted as soon as a traveler is notified of their date and location of training, and has received a confirmed registration (forms are due no later than seven work days prior

to travel, please see specific deadline dates noted above. While the date listed is the deadline for travel paperwork to be submitted, it is strongly encouraged to submit both travel documents as soon as possible so that it may be processed in a timely manner). The completed reimbursement forms need to be emailed to Macy Bentley at [macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu). These are **pre-travel forms** that have to be entered into the University system in order for a traveler to be reimbursed post-training. If your district is going to advance you any travel support or pay for your lodging, it will be your responsibility to reimburse your district after you receive your personal reimbursement from USF.

If your district can fund your employees' **entire travel** expenses for the YMHFA training, the district can be reimbursed directly through the YMHAT Project. Provide the following information for each trainee, in one email, to Macy Bentley at [macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu):

- Name of trainee
- Email address of trainee (for documentation purposes only)
- Dates of Training
- Location of Training (city)
- Itemized travel expenses related to the training (please see the attached TAR) form

Lastly, include the district address to where the check should be mailed and to whose attention it should be directed. **For questions regarding travel, please contact Macy Bentley at [macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu).**

**\*\* IMPORTANT PREPLANNING TRAVEL NOTES \*\***

- **TRAVEL FORMS:** Attached pre-travel forms to be completed – Travel Authorization Request (TAR) and a Non-Employee Profile Creation Request. **The USF Travel Department does not accept handwritten forms, therefore, both forms will need to be typed out, and submitted to Macy Bentley ([macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu)).** Once you have been added to the system, and travel has been processed and approved, Macy will provide each traveler with a TER (Travel Reimbursement) form, and an instruction sheet.
- **HOTEL:** As indicated on the TAR, there is a \$150.00 limit pre-taxes for lodging. **NOTE:** Lodging overnight within 50 miles of your headquarters is not an allowable expense. For your convenience, a list of area hotels for each campus is attached.
- **TRANSPORTATION:** Mode of transportation needs to be the most cost-effective (i.e. personal mileage vs. auto rental).
- **MEALS:** Meals are not covered for individuals who do not stay overnight.
- **PARKING PASS/MAPS:** **USF visitor parking passes will be provided for all registered individuals.** **NOTE:** *Parking pass distribution details and campus/parking maps will be sent on a later date to individuals registered for the training.*

Thank you for your patience and understanding while we expedite the training needs across the state. If you have additional questions regarding the travel or registration process for these four trainings, I have provided contact information below:

**CONTACT INFORMATION:**

Travel Questions:	Macy Bentley	Email: <a href="mailto:macybentley@mail.usf.edu">macybentley@mail.usf.edu</a>
USF Tampa Host/Registration Questions:	Jen Watkins	Email: <a href="mailto:jewatkins@usf.edu">jewatkins@usf.edu</a>
USF St. Petersburg Hosts:	Joseph Ashmore	Email: <a href="mailto:jma11@mail.usf.edu">jma11@mail.usf.edu</a>
	Mark Andrews	Email: <a href="mailto:markandrews@mail.usf.edu">markandrews@mail.usf.edu</a>

Attachments: Travel Authorization Request (TAR)  
Non-Employee Profile Creation Request



## Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Social Security Number \_\_\_\_\_

Name **Daliana Goins**

School/Department **Horace O'Bryant**

Position **PBIS Coach/Acad. Counselor**

### Requested Dates

From: \_\_\_\_\_ Time \_\_\_\_\_  
**06/25/2019** **8:00 am**

To: \_\_\_\_\_ Time \_\_\_\_\_  
**06/29/2019** **12:00 pm**

No. of Days: **4.5**

### Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ \*With Pay

☐ Without Pay

(\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain \_\_\_\_\_

TEMPORARY DUTY IN-COUNTY:

Nature of meeting \_\_\_\_\_

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting **YMHFA Training**

Location: **Tampa, FL**

Travel charged to:

FUND

**110**

FUNCTION

**6136**

OBJECT

**0330**

CENTER

**9015**

PROJECT

**8623**

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee  
Signature:

**Daliana Goins**

Digitally signed by Daliana Goins  
Date: 2019.02.25 12:25:53 -05'00'

Date: **04/16/2019**

Approved:

Date:

Not  
Approved:

Date:

Leave  
Granted:

Date: **4/17/2019**

Not  
Granted:

Date:





# Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name Mark Lettler

School/Department Key Largo

Position Teacher

Requested Dates	
From:	Time
<u>6-25-19</u>	<u>8:00 am</u>
To:	Time
<u>6-29-19</u>	<u>12:00 pm</u>
No. of Days: <u>5</u>	

## Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE ☐ \*With Pay

☐ Without Pay

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☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS  
A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

youth mental health training

Location: USF

Travel charged to:

FUND  
110

FUNCTION  
6130

OBJECT  
0330

CENTER  
9015

PROJECT  
8623

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee  
Signature: Mark Lettler

Date: 4/16/19

Approved: Sharon Arf

Date: 4/17/2019

Not  
Approved:

Date:

Leave  
Granted:

Date:

Not  
Granted:

Date:





# Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Marissa Means**

School/Department **SLS**

Position **Media Specialist**

Requested Dates	
From:	Time
<b>6-25-19</b>	<b>8:00 am</b>
To:	Time
<b>6-28-19</b>	<b>12:00 am</b>
No. of Days <b>4</b>	

## Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ \*With Pay

☐ Without Pay

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ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Youth Mental Health Train the Trainer

USF Tampa

Travel charged to:

FUND  
**110**

FUNCTION  
**6130**

OBJECT  
**0330**

CENTER  
**9015**

PROJECT  
**8623**

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

Signature:

**Marissa B. Means**

Digitally signed by Marissa B.

Means

Date: 2019.04.16 11:43:12 -04'00'

Date:

**4/17/2019**

Approved:

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

Congratulations! You have been invited to attend the Youth Mental Health Train-the-Trainer Session!

Trainings will be held at two different University of South Florida (USF) locations on the following dates:

Training Dates (3-Day)	Training Location	Registration Deadline	Travel Paperwork Deadline
May 6, 7, & 8, 2019 (8:00 a.m. – 5:00 p.m.)	USF St. Petersburg Campus Student Life Center Conference Space 200 6th Avenue South, St. Petersburg, FL 33701  Room #: 2100 & 2101	Monday, April 22, 2019	Wednesday, April 24, 2019*
June 19, 20, & 21, 2019 (8:00 a.m. – 4:30 p.m.)	USF Tampa Campus Florida Mental Health Institute 13301 Bruce B. Downs Blvd. Tampa, FL 33612  Room #: MHC 1430 & 1503	Tuesday, June 4, 2019	Friday, June 7, 2019*
June 26, 27, & 28, 2019 (8:00 a.m. – 4:30 p.m.)	USF Tampa Campus Florida Mental Health Institute 13301 Bruce B. Downs Blvd. Tampa, FL 33612  Room #: MHC 1430 & 1503	Tuesday, June 11, 2019	Friday, June 14, 2019*

If you are interested in attending one of the 3-day training sessions, please register at one of the following links by the registration deadline listed above:

**Eventbrite Link for April 17, 18, & 19, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-session-registration-59051732321?aff=ymhfaapril>

**Eventbrite Link for May 6, 7, & 8, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-3-day-registration-59059320016?aff=ymhfamay>

**Eventbrite Link for June 19, 20, & 21, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-3-day-registration-59060793423?aff=ymhfaune1>

**Eventbrite Link for June 26, 27, & 28, 2019:**

<https://www.eventbrite.com/e/youth-mental-health-train-the-trainer-3-day-registration-59061533637?aff=ymhfaune2>

**NOTE:** Seats are filled on a first come, first serve basis. Due to limited seating, and to allow an opportunity for invitees to attend, please register for only one 3-day training date.

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**TRAVEL REIMBURSEMENT:**

If you are requesting reimbursement for travel expenses, please see the attached documents for reimbursement instructions. \* The attached reimbursement forms need to be submitted as soon as a traveler is notified of their date and location of training, and has received a confirmed registration (forms are due no later than seven work days prior

*to travel, please see specific deadline dates noted above. While the date listed is the deadline for travel paperwork to be submitted, it is strongly encouraged to submit both travel documents as soon as possible so that it may be processed in a timely manner).* The completed reimbursement forms need to be emailed to Macy Bentley at [macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu). These are **pre-travel forms** that have to be entered into the University system in order for a traveler to be reimbursed post-training. If your district is going to advance you any travel support or pay for your lodging, it will be your responsibility to reimburse your district after you receive your personal reimbursement from USF.

If your district can fund your employees' **entire travel** expenses for the YMHFA training, the district can be reimbursed directly through the YMHAT Project. Provide the following information for each trainee, in one email, to Macy Bentley at [macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu):

- Name of trainee
- Email address of trainee (for documentation purposes only)
- Dates of Training
- Location of Training (city)
- Itemized travel expenses related to the training (please see the attached TAR) form

Lastly, include the district address to where the check should be mailed and to whose attention it should be directed.

**For questions regarding travel, please contact Macy Bentley at [macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu).**

**\*\* IMPORTANT PREPLANNING TRAVEL NOTES \*\***

- **TRAVEL FORMS:** Attached pre-travel forms to be completed – Travel Authorization Request (TAR) and a Non-Employee Profile Creation Request. **The USF Travel Department does not accept handwritten forms, therefore, both forms will need to be typed out, and submitted to Macy Bentley ([macybentley@mail.usf.edu](mailto:macybentley@mail.usf.edu)).** Once you have been added to the system, and travel has been processed and approved, Macy will provide each traveler with a TER (Travel Reimbursement) form, and an instruction sheet.
- **HOTEL:** As indicated on the TAR, there is a \$150.00 limit pre-taxes for lodging. NOTE: Lodging overnight within 50 miles of your headquarters is not an allowable expense. For your convenience, a list of area hotels for each campus is attached.
- **TRANSPORTATION:** Mode of transportation needs to be the most cost-effective (i.e. personal mileage vs. auto rental).
- **MEALS:** Meals are not covered for individuals who do not stay overnight.
- **PARKING PASS/MAPS:** **USF visitor parking passes will be provided for all registered individuals.** NOTE: *Parking pass distribution details and campus/parking maps will be sent on a later date to individuals registered for the training.*

Thank you for your patience and understanding while we expedite the training needs across the state. If you have additional questions regarding the travel or registration process for these four trainings, I have provided contact information below:

**CONTACT INFORMATION:**

Travel Questions:	Macy Bentley	Email: <a href="mailto:macybentley@mail.usf.edu">macybentley@mail.usf.edu</a>
USF Tampa Host/Registration Questions:	Jen Watkins	Email: <a href="mailto:jewatkins@usf.edu">jewatkins@usf.edu</a>
USF St. Petersburg Hosts:	Joseph Ashmore	Email: <a href="mailto:jma11@mail.usf.edu">jma11@mail.usf.edu</a>
	Mark Andrews	Email: <a href="mailto:markandrews@mail.usf.edu">markandrews@mail.usf.edu</a>

**Attachments: Travel Authorization Request (TAR)  
Non-Employee Profile Creation Request**



# Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Requested Dates	
From:	July 7, 2019 Time noon
To:	July 20, 2019 Time noon
No. of Days: 13	

Name Tina Moody

School/Department K/WHHS

Position Teacher

## Type of Leave Requested

- ☐ VACATION
- ☐ PERSONAL LEAVE ☐ \*With Pay ☐ Without Pay  
 (\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)
- ☐ JURY DUTY ☐ MILITARY LEAVE ☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

PLTW Core Training

Atlanta, Georgia

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

Signature:

Tina Moody

Date:

4/5/2019

Approved:

Michael Anderson

Date:

4/12/2019

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

## PLTW Principles of Engineering: Core Training Opportunities

### Course Description

Develop the conceptual and instructional understanding you'll need to guide students as they explore topics such as mechanisms, strength of structure and materials, and automation and then solve challenges like designing a self-powered car.

### Course Cancellation Policy

You can cancel your training registration with no penalty up to 21 days prior to the first scheduled day of training.

You can make participant substitutions up to the day of the event if participants come prepared with the necessary technology and complete all prerequisite assignments. We may not be able to accommodate requests for housing substitutions. Once training has started, you cannot make substitutions.

Cancellations made within 21 days of the event incur the full training fee as well as any on-campus housing and parking purchases made for in-person Core Training. If you do not cancel, make a timely substitution, or do not attend, you are responsible for full payment of the training fee. We cannot apply funds paid towards a cancellation or substitution fee to future training events. Payment is required even if you don't successfully complete training and earn the credential.

> June 17, 2019 - June 28, 2019 : Indianapolis Training Venue Hub

No seats available

> June 17, 2019 - June 28, 2019 : Milwaukee School of Engineering

Register

✓ July 8, 2019 - July 19, 2019 : AMA Conference Center

Register

Cost	\$2,400.00
Seats Remaining	16
Registration Closes	July 08, 2019 8:00 AM, Eastern Time (US & Canada)
Venue	AMA Conference Center
Venue Address	1170 Peachtree Street NE #300 Atlanta, GA 30309
Learn More about the Core Training Venues	<a href="https://www.pltw.org/hubs/ama-conference-center">https://www.pltw.org/hubs/ama-conference-center</a> ( <a href="https://www.pltw.org/hubs/ama-conference-center">https://www.pltw.org/hubs/ama-conference-center</a> )
Start Date	July 8, 2019 8:00 AM, (GMT-05:00) Eastern Time (US & Canada)
End Date	July 19, 2019 12:00 PM, (GMT-05:00) Eastern Time (US & Canada)

> July 8, 2019 - July 19, 2019 : Frisco Career and Technical Education Center

Register

> July 8, 2019 - July 19, 2019 : Minneapolis Training Venue Hub

Register

> July 8, 2019 - July 19, 2019 : Milwaukee School of Engineering

Register

> July 8, 2019 - July 19, 2019 : University of Denver

Register

> July 8, 2019 - July 19, 2019 : Da Vinci Science High School

Register

> July 22, 2019 - August 2, 2019 : AMA Conference Center

Register

> July 22, 2019 - August 2, 2019 : Worcester Polytechnic Institute

Register

> July 22, 2019 - August 2, 2019 : University of Maryland Baltimore County	Register
> July 22, 2019 - August 2, 2019 : Rochester Institute of Technology	Register
> July 22, 2019 - August 2, 2019 : Missouri Innovation Campus	Register
> July 22, 2019 - August 2, 2019 : San Diego Training Venue Hub	Register
> August 5, 2019 - August 16, 2019 : University of Maryland Baltimore County	Register
> Register for Prerequisite Training Only	Prerequisite Training Only

**Format**

All Types

☐ In Person☐ OnlineContact Us at 877.335.7589 or [Solutioncenter@pltw.org](mailto:Solutioncenter@pltw.org) (mailto:Solutioncenter@pltw.org)

©2018 Project Lead The Way

**Subject**

**Description**

**Dates**

**Principles of Engineering**

Develop the conceptual and instructional understanding you'll need to guide students as they explore topics such as mechanisms, strength of structure and materials, and automation and then solve challenges like designing a self-powered car.

July 8-19  
July 22-Aug  
2 (ATL)

View Absence #365083935 - **Axford, Theresa**

Status: **No Substitute Required / Approved**

July 08 - July 12

Hours Per Day: 8 | Created: 5/7/19 2:39 PM | Last Update: 5/8/19 6:07 AM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

July 08 - July 12 at Superintendents Office 0 out of 5 Days Reconciled

⤴

NEXT STEPS

⤴

Select the day(s) you will be out:  
From To  
07/08/2019 - 07/12/2019

< July 2019 >

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence Reason

TDE

Time

Substitute Report Time

Full Day

Full Day

08:00 AM to 05:00 PM

08:00 AM to 05:00 PM

Accounting Code

None Selected

ABSENCE SUMMARY

⤴

Substitute Required

No

u Monday, July 8, 2019

u Tuesday, July 9, 2019

u Wednesday, July 10, 2019

u Thursday, July 11, 2019

u Friday, July 12, 2019

Superintendents Office ⓘ

8:00 AM - 5:00 PM

TDE

Notes & Attachments

⤴

Notes to Administrator

(Viewable only by Administrator and Employee)

NEFEC Summer Leadership ConferencePonte Vedra, FLJuly 8-12, 2019

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded Files

Related Files

📎

TDE T Axford NEFEC.pdf

No Related Files

Edit Absence

Split Absence

✕ Delete



# 2019 Summer Leadership Conference



**NEFEC**  
— NORTH EAST FLORIDA —  
EDUCATIONAL CONSORTIUM

**July 9, 2019 - July 10, 2019**

**Sawgrass Marriott  
1000 PGA**

**Tour Blvd.**

The North East Florida Educational Consortium is honored to announce the upcoming Summer Leadership Conference for Superintendents, District Staff, Principals, and Teacher Leaders

## **Dynamic Keynote Speakers**



### ***Tuesday, July 9th***

*Dr. Jim Van Allan*, President of Van Allan Communications, is a Certified Speaker with The Jon Gordon Companies, providing high-energy presentations on leadership, communication, and culture



### ***Wednesday, July 10th***

*Hedy Chang*, Director of Attendance Works, a national and state level initiative aimed at advancing student success by addressing chronic absence

## **Session Topics:**

- Legislative Updates
- Plotting the Math Path
- Teach Meet for Teacher Leaders
- Tier One Intervention Success Story
- Mission Driven Leadership
- Principals Supporting Principals: Clay County Model
- Restorative Practices: A Deeper Dive
- Nassau Future Leaders (NFL): The Leadership Pipeline
- Structures for Implementing Mental Health Screenings
- Student Mentoring: Men of Moseley & UNF Camp Osprey
- Baker County CATS Academy: A Better Solution to an Alternative School

To register for the 2019 NEFEC Summer Leadership Conference:

<https://www.nefec.org/slc/participant-registration/>

To make hotel reservations: <https://book.passkey.com/go/NEFECSummerLeadership>

View Absence #365078264 - Jackson, Effie

Status: No Substitute Required / Approved

July 12 - July 17

Hours Per Day: 8 | Created: 5/7/19 2:23 PM | Last Update: 5/7/19 3:54 PM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

July 12 - July 17 at School Food Service Department0 out of 4 Days Reconciled

⤴

NEXT STEPS

⤴

Select the day(s) you will be out:  
FromTo  
07/12/201907/17/2019

⬅July 2019➡

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence ReasonTDE

TimeSubstitute Report Time

Full DayFull Day

06:00 AM to 02:30 PM06:00 AM to 02:30 PM

Accounting CodeNone Selected

ABSENCE SUMMARY

⤴

Substitute RequiredNo

u Friday, July 12, 2019

u Monday, July 15, 2019

u Tuesday, July 16, 2019

u Wednesday, July 17, 2019

School Food Service Department ⓘ

6:00 AM - 2:30 PM

TDE

Notes & Attachments

⤴

Notes to Administrator

(Viewable only by Administrator and Employee)

School Nutrition Annual National ConferenceSt. Louis,  
MOJuly 12-17, 2019

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded Files

Related Files

TDE E Jackson 7.12.19 agenda.pdf

No Related Files

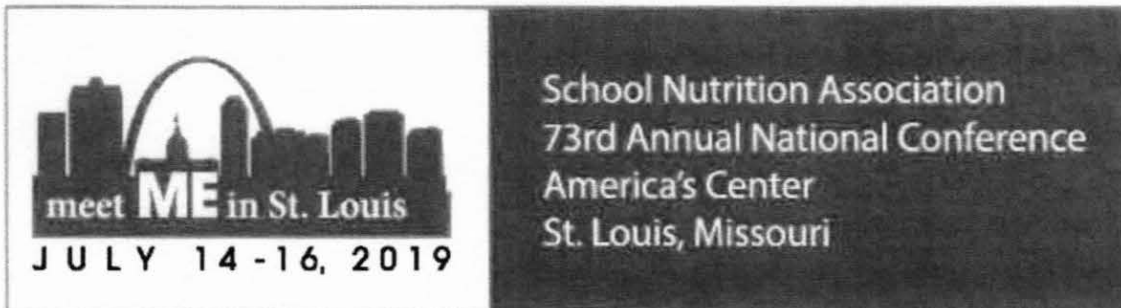
Edit Absence

Split Absence

✕ Delete

**To:**  
**Subject:**

Effie Jackson  
Registration Information - SNA Annual National Conference 2019



Thank you for registering to attend SNA's 73rd Annual National Conference! Please take a moment to review your registration information listed below. If you have any questions, or need to make any changes to your registration, please do not hesitate to contact us at (774) 247-4018 or [ANC@xpressreg.net](mailto:ANC@xpressreg.net).

Badge	Name	Membership Category
203554	Effie Jackson	DDS
	1 - (CAT1) Food Service Member - \$445.00	
	1 - (PC06) Managing Personalities and Conflict - \$0.00	
	1 - (CE1) Closing Event - \$125.00	
	1 - (FDNSCH5) No, Thanks - \$0.00	
	1 - (SNFPAC6) No, Thanks - \$0.00	
	1 - (CE1) Closing Event - \$0.00	

Date	Payment Type	Reference #	Amount Paid
2019-04-17 10:34:12.373	VI	XXXXXXXXXXXX1719	\$570.00

**STEPS TO BOOK YOUR ROOM:** Please click your Housing Link first

- Your Unique Housing Link: [Book Online](#) via Credit card payment ONLY.

This link is a unique link for you only. Please **DO NOT** share this link as it matches the registration information received for the order completed.

View Absence #365023429 - **Mira, Sibba**

Status: **Unfilled / Unapproved**

July 15 - July 18

Hours Per Day: 8 | Created: 5/7/19 11:39 AM | Last Update: 5/7/19 11:42 AM

Renotify Favorite Subs

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

July 15 - July 18 at Student Services & Curriculum 0 out of 4 Days Reconciled

⌵

NEXT STEPS

⌵

Select the day(s) you will be out:  
From To  
07/15/2019 - 07/18/2019

< July 2019 >

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence Reason

TDE

Time

Substitute Report Time

Custom

Custom

08:00 AM to 05:00 PM

08:00 AM to 05:00 PM

Accounting Code

None Selected

ABSENCE SUMMARY

⌵

Substitute Required

Yes

u Monday, July 15, 2019

u Tuesday, July 16, 2019

u Wednesday, July 17, 2019

u Thursday, July 18, 2019

Student Services & Curriculum ⓘ

8:00 AM - 5:00 PM

TDE

Notes & Attachments

⌵

Notes to Administrator

(Viewable only by Administrator and Employee)

FACTE conference, Orlando , FL 7-14 (travel) thru 7-18

Admin-Only Notes

(Viewable only by Administrator)

None

Notes to Substitute

(Viewable by Administrator, Employee, and Substitute)

None

File Attachments

Uploaded Files

📎 53rd Annual FACTE Conference & Trade S...

📎 2019 FACTE Conference Agenda.pdf

Related Files

No Related Files

Edit Absence

Split Absence

✕ Delete

View Absence #365029124 - Vera, Olga

Status: No Substitute Required / Unapproved

July 15 - July 18

Hours Per Day: 8 | Created: 5/7/19 11:54 AM | Last Update: 5/7/19 11:54 AM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

July 15 - July 18 at Student Services & Curriculum0 out of 4 Days Reconciled

⤴

NEXT STEPS

⤴

Select the day(s) you will be out:  
FromTo  
07/15/201907/18/2019

⬅July 2019➡

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence ReasonTDE

TimeSubstitute Report Time

CustomCustom

08:00 AM to 04:30 PM08:00 AM to 04:30 PM

Accounting CodeNone Selected

ABSENCE SUMMARY

⤴

Substitute RequiredNo

u Monday, July 15, 2019

u Tuesday, July 16, 2019

u Wednesday, July 17, 2019

u Thursday, July 18, 2019

Student Services & Curriculum ⓘ

8:00 AM - 4:30 PM

TDE

Notes & Attachments

⤴

Notes to Administrator

(Viewable only by Administrator and Employee)

FACT ConferenceOrlando, FLJul 15 - Jul 17

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded Files

2019 FACTER Conference Agenda[10162].p...

53rd Annual FACTER Conference & Trade S...

Related Files

No Related Files

Edit Absence

Split Absence

✕ Delete



**53rd Annual FACTE Conference & Trade Show - Attendees**  
Monday, July 15, 2019 - Wednesday, July 17, 2019

SeaWorld Renaissance  
407-351-5555  
6677 Sea Harbor Drive  
Orlando, Florida 32821  
United States

 [Map and Directions](#)

The 53rd FACTE Conference & Trade Show will be held at the Renaissance Orlando at SeaWorld in Orlando, Florida. There will be preconferences hosted by FAAE, FAITE, and HOEAF on Monday, July 15th. FACTE will host our annual golf tournament on Monday morning (for attendees only), followed by a sampling of workshops on Monday afternoon. The tournament is an excellent networking opportunity. The Awards Breakfast, breakout sessions, and Scholarship Auction & Dinner will all take place on Tuesday, July 16th. Wednesday will be reserved for DOE Updates, industry certification information, ACTE Updates, and more FACTE content. Please visit [www.facte.org](http://www.facte.org) for more information as the conference agenda develops.

**Registration prices:**

**\$300/ member**

**\$400/ nonmember**

**\$200/ one day**

**\$250/ full time students or Seniors 65+**

**Deadline to register is June 15, 2019. There will be no onsite registration**

[Event Home](#)[Event Contact Information](#)

[Share on Facebook](#)[Tweet this on Twitter](#)[Update your LinkedIn Network](#)

[Terms of Use](#)

[Your Privacy Rights](#)

[About Cvent](#)

RegOnline® by Cvent

© 2019

Quick, easy and affordable [online event registration](#) and [event management software](#) for all event sizes.

View Absence #365087278 - **Brown, Jason**

Status: **No Substitute Required / Approved**

July 23 - July 26

Hours Per Day: 8 | Created: 5/7/19 2:49 PM | Last Update: 5/7/19 3:51 PM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

July 23 - July 26 at Director - Operations & Planning 0 out of 4 Days Reconciled

⌆

SELECT THE DAY(S) YOU WILL BE OUT:

From To

07/23/2019 - 07/26/2019

< July 2019 >

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence Reason

TDE

Time

Full Day

08:00 AM to 05:00 PM

Substitute Report Time

Full Day

08:00 AM to 05:00 PM

Accounting Code

None Selected

NEXT STEPS

⌆

ABSENCE SUMMARY

⌆

Substitute Required

No

u Tuesday, July 23, 2019

u Wednesday, July 24, 2019

u Thursday, July 25, 2019

u Friday, July 26, 2019

Director - Operations & Planning ⓘ

8:00 AM - 5:00 PM

TDE

Notes & Attachments

⌆

Notes to Administrator

(Viewable only by Administrator and Employee)

Threat Assessment TrainingWinter Haven, FL 7/23 - 26/2019

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded Files

DOE Announcement.pdf

Hotel Letter.docx

Related Files

No Related Files

Edit Absence

Split Absence

✕ Delete



Marva Johnson, *Chair*  
Andy Tuck, *Vice Chair*  
*Members*  
Ben Gibson  
Tom Grady  
Michael Olenick  
Joe York

## **MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Jacob Oliva

**DATE:** April 26, 2019

**SUBJECT:** **Statewide Threat Assessment Training in Florida**

### **Contact Information:**

Brooks Rumenik

850-245-0749

[Brooks.Rumenik@fldoe.org](mailto:Brooks.Rumenik@fldoe.org)

**DPS: 2019-56**

The Florida Department of Education's (FDOE) Office of Safe Schools and Bureau of Exceptional Education and Student Services have partnered together to bring a unique and timely training opportunity to Florida school districts. Senate Bill 7026 identified a requirement for each district school board to adopt policies for the establishment of threat assessment teams at each school, whose duties include the coordination of resources, assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students. Additionally, while some individuals may pose a threat to the safety of others, there is potential for some individuals to also pose a threat to themselves. For this reason, FDOE is inviting representatives from across the state to take part in train-the-trainer Statewide Threat Assessment Training.

The training will consist of three, four-day training opportunities to be held in Central Florida, conducted by national experts in the field, Dr. Dewey Cornell and Dr. Scott Poland. Dr. Cornell developed the Virginia Model Threat Assessment, which is regarded as the eminent resource for assessing threats in schools, and Dr. Poland is a nationally recognized expert on school crisis, youth violence, suicide intervention and self-injury. This training is designed to allow representatives from each school district to gain the skills necessary to then conduct smaller training sessions with the threat assessment teams at each school within the school district. The training specifics are provided below.

### **Training 1:**

May 21-24, 2019

Polk State College

Advanced Technology Center

310 Technology Drive

Bartow, FL 33830

JACOB OLIVA  
CHANCELLOR OF PUBLIC SCHOOLS

Statewide Threat Assessment Training in Florida  
April 26, 2019  
Page Two

**Training 2:**

July 23-26, 2019  
Polk State College  
Center for Public Safety  
1251 Jim Keene Boulevard  
Winter Haven, FL 33880

**Training 3:**

July 30-August 2, 2019  
Valencia College  
District Office  
1768 Park Center Drive  
Orlando, FL 32835

Please identify an appropriate staff member within your district (School Safety Specialist or other designee) to register for one of the three training options **by May 10, 2019** by providing the name, district, contact number and email address to Brooks Rumenik at [Brooks.Rumenik@fldoe.org](mailto:Brooks.Rumenik@fldoe.org). Additional information will be provided to each registrant on an individual basis.

For more information, please contact Brooks Rumenik.

JO/br



# Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

*this is a  
date change*

Name Carl Bish

School/Department Marathon MHS Position Science Teacher

Requested Dates	
From:	Time
<u>July 28, 2019</u>	<u>7Am</u>
To:	Time
<u>Aug 1, 2019</u>	<u>11pm</u>
No. of Days: <u>5</u>	

## Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ \*With Pay

☐ Without Pay

(\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☐ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

APST Env. Sci. David C. Archin Ch. 4202 E. Fowler Ave DAC 101, Tampa FL 33620

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee  
Signature:

Approved:

Not

Approved:

Leave

Granted:

Not

Granted:

Date: 3-12-19

Date: 3-12-19

Date:

Date:

Date:



# Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Rebecca Swango**

School/Department **CSHS**

Position **teacher**

Requested Dates	
From:	Time
<b>07/28/19</b>	<b>3:00 pm</b>
To:	Time
<b>08/01/19</b>	<b>11:00 pm</b>
No. of Days:	

## Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

☐ PERSONAL LEAVE ☐ \*With Pay

☐ Without Pay

Related to Injury-In Line of Duty

(\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

TEMPORARY DUTY IN-COUNTY:

Explain

Nature of meeting

☒ TEMPORARY DUTY OUT-OF-COUNTY: Nature of meeting **AP Workshop**

Location:

**USF 4202 E. Fowler Ave. Tampa FL 33620**

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

**Rebecca Swango**

Signature:

**Rebecca Swango**

Date: **04/18/19**

Approved:

**Dick**

Date: **4/18/19**

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

# USF Tampa - Week 2

## Advanced Placement Summer Institute 2019

**\*\*Registration is now open and working as expected. Thank you for your patience.**  
**Registration open until July 6th.**

Welcome USF Tampa - Week 2 Advanced Placement Summer Institute 2019, taking place July 29th - August 1st! Please register by clicking the "Register" button located on the bottom right-hand side of the screen.

Please note: This registration page is **ONLY** for Week 2 of our institute. If you are interested in signing up for the USF Tampa - Week 1 Advanced Placement Summer Institute 2019, taking place July 22nd - 25th, please [click here](#).

If you have any questions that are not answered on this site you may contact [apsi@usf.edu](mailto:apsi@usf.edu).

### Welcome

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Hosted by the David C. Anchin Center, the Advanced Placement Summer Institute (APSI), offers a unique learning experience for teachers interested in expanding their knowledge of Advanced Placement (AP) course content, structure, and methodology. In addition, the workshops afford teachers the opportunity to interact with colleagues and to discuss issues and concerns surrounding the AP courses they will teach.

AP and Non-AP Teachers from all over the globe come to USF Tampa APSI to enjoy this 4 - day intensive training while enjoying the growth that comes from exchanging ideas and information about AP courses, exams and relationships. Many non AP teachers choose to attend the institute as a way of learning ways to prepare their students to excel in AP courses.

Our College Board consultants come from many different states and represent the best of the best. All are experienced, knowledgeable, inspiring, and will give you a wealth of new tools, strategies, and resources for increasing your students' success and your own teaching effectiveness. Our outstanding consultants will change the way you look at education! Get to know your instructor before you arrive by reviewing their biography, available in the Speakers tab.

### **Who is APSI for?**

The Advanced Placement Summer Institute at USF Tampa is designed for teachers of all experience levels.

- **NEW** - courses are designed for teachers who have been teaching the AP course 0 - 3 years. *note: if you have taught an AP course before but are NEW to teaching the subject you are registering for, you are considered a NEW teacher because you are new to that subject.*
- **EXPERIENCED** - courses are for teachers who have been in the AP subject for 4 years or more.
- **NEW & EXPERIENCED** - courses will have a mixture of teacher experience ranging from beginner to experienced. New teachers that have taught the subject previously often enjoy learning techniques and advice from more seasoned teachers in the subject area.

### **Registration:**

In order to register for APSI you must have an AP Central account.

There are two registration options available: Attendee and Administrator.

- If you are a participant registering yourself, you are able to pay with credit card (Visa, MasterCard, Amex) or a scholarship with the appropriate scholarship code.
- If you are a school administrator you are able to register your attendees with the following payment options: Credit Card, Purchase Order, Scholarship.

- If you choose the Purchase Order option you MUST be invoiced by USF Tampa. Please DO NOT SEND CHECKS unless you have received an official USF invoice.

**Group Registration:**

You are now able to register up to 10 teachers at a time and submit payment for all at the time of registration. The person completing the registration is the 'group leader' but each person is able to make modifications to his/her registration as needed.

**Schedule:**

Courses run Monday through Thursday, from 8:00am - 4:00 / 4:30pm.

Lunch and break times and lengths are at the instructors' discretion. We trust our instructors to provide you with the best experience and use time wisely.

**Arrival:**

Participants should plan on arriving between 7:15am - 7:35am to allow time to park and locate your building and classroom. Please keep in mind that USF Tampa is a large university campus and you will need to walk from the designated parking areas to your classroom and lunch locations.

**Cost:**

Please see the "Fees & Scholarships" tab on the menu bar at the top of the page.

**Available Courses**

---

The following courses will be offered during our APSI. The courses will provide training to new and experienced teachers.

- Art History
- Biology
- Calculus AB
- Chemistry
- Computer Science A
- Computer Science Principles
- English Language and Composition
- English Literature and Composition
- Environmental Science
- Government & Politics U.S
- Micro/Macro Economics
- Psychology
- Statistics
- Studio Art
- U.S. History
- World History



---

**Details**

---

**When**

07/29/19 - 08/01/19

7:45 AM - 4:00 PM

Eastern Time

**Where**

University of South Florida - Tampa Campus

David C. Anchin Center

4202 E. Fowler Avenue DAC 101

Tampa, Florida 33620

USA

813-974-5959

**Additional Information**

---

This AP Summer Institute  
has been endorsed by



Advanced Placement  
Program



*College Board, AP<sup>®</sup>, Advanced*

*Placement<sup>®</sup>, Advanced Placement Program<sup>®</sup>, Capstone<sup>™</sup> and the acorn logo are  
registered trademarks of the College Board. Used with permission."*

**Details****When**

07/29/19 - 08/01/19

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University of South Florida - Tampa Campus

David C. Anchin Center

4202 E. Fowler Avenue DAC 101

Tampa, Florida 33620

USA

813-974-5959

**Additional Information**

This AP Summer Institute  
has been endorsed by



Advanced Placement  
Program



UNIVERSITY OF  
SOUTH FLORIDA  
COLLEGE OF EDUCATION

*College Board, AP®, Advanced*

*Placement®, Advanced Placement Program®, Capstone™ and the acorn logo are  
registered trademarks of the College Board. Used with permission."*





# Request for Leave

Please Print or Type

For Office Use Only

RUN # \_\_\_\_\_

Pay Type \_\_\_\_\_

In accordance with administrative regulations of the District School Board of Monroe County,  
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Callie Harris**

School/Department **sugarloaf school**

Position **marine science teacher**

Requested Dates	
From:	Time
08/12/2019	7:45 am
To:	Time
08/28/2019	3:15 pm
No. of Days: 13	

## Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ \*With Pay

☐ Without Pay

(\*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

NOAA Teacher at Sea

Kodiak, Alaska

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

Signature:

*Callie Harris*

Date:

4/15/19

Approved:

*Harry Russell*

Date:

4/15/19

Not

Approved:

Date:

Leave

Granted:

*Sharon Arfons*

Date:

4/17/2019

Not

Granted:

Date:

## Callie Harris

---

**From:** Emily Susko - NOAA Affiliate <emily.susko@noaa.gov>  
**Sent:** Friday, April 5, 2019 6:23 PM  
**To:** Callie Harris  
**Cc:** Jennifer Hammond - NOAA Federal; Jenn Annetta  
**Subject:** NOAA Teacher at Sea Program: Your Research Cruise Offer  
**Attachments:** FOCI 2017 Cruise Report.docx; FOCI Operations Summary.docx

Hi Callie,

Based on the dates you are available to sail and the preferences you indicated, we are excited to offer you the following research cruise.

Please review this information carefully, provide the additional requested information, and confirm your availability as soon as you can.

Important note: *We take care of all travel arrangements, so please do not make any travel plans.* The likely dates of travel for this cruise are **August 11** and **August 27 or 28**.

Cruise Start Date: 8/13/2019  
Cruise End Date: 8/26/2019  
Days at Sea: 14  
Research Types: Fisheries, Oceanographic/Atmospheric  
Embarkation Port: Kodiak, AK  
Disembarkation Port: Kodiak, AK  
Ship: NOAA Ship Oscar Dyson  
Research Information: Fisheries-Oceanography Coordinated Investigations (see attached similar 2017 cruise plan and operations summary)

**Please verify the following information that we have on file for you, and let us know of any corrections:**

*Home Contact Information:*

103 Shore Avenue  
Key West, FL 33040  
Home: 305-240-1155  
Cell: 305-240-1155  
[callie.harris@keysschools.com](mailto:callie.harris@keysschools.com)

*Work Contact Information:*

Sugarloaf School  
255 Crane Blvd  
Summerland Key, FL 33042  
305-745-3282  
[callie.harris@keysschools.com](mailto:callie.harris@keysschools.com)

Please provide the following emergency contact information:

Name:

Relationship:

Preferred Phone:

Alternate Phone:

Dietary restrictions/preferences:

Once we hear back from you, we will introduce you to the chief scientist.

Thank you,

Emily

--

*Emily Susko*

Contractor ECS Federal, Inc. in support of  
NOAA Teacher At Sea Program



c. 985-630-2851

f. 301-263-7699



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NOAA Teacher at Sea Program  
1315 East West Highway, 14th Floor  
Silver Spring, Maryland 20910-3282

Callie E. Harris  
Sugarloaf School  
255 Crane Boulevard  
Summerland Key, Florida 33042

March 19, 2019

Dear Callie:

We are pleased to inform you that you have been accepted and medically cleared to participate in the 2019 National Oceanic and Atmospheric Administration (NOAA) Teacher at Sea program. Our selection committee chose you to be a Teacher at Sea out of hundreds of applicants through a very competitive selection process. We look forward placing you on a NOAA research cruise this year.

Within the next few months, we will identify a research cruise for you and notify you via email. We will do our best to determine a placement that matches your availability, preferred length of cruise, and research preference, but we cannot guarantee that your cruise will meet all of these criteria. Please be aware that although we work diligently to place each of our teachers, we cannot assure that you will sail, as unforeseen circumstances (ship schedules, staffing or mechanical delays, inclement weather, and lapses in government appropriation) may impact scheduled cruises.

Sending teachers to sea to work on our vessels is critical to supporting NOAA's mission to understand and predict changes in the Earth's environment and to manage marine resources to meet our nation's economic, social, and environmental needs. It is NOAA's belief that the logs, lesson plans, and workshops/presentations you create as a result of this experience will help foster a better understanding of our ocean planet among you, your students, and your colleagues.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Jennifer Hammond, Director  
NOAA Teacher at Sea Program  
jennifer.hammond@noaa.gov  
301-427-8039



View Absence #363140618 - DeLucia, Daniella

Status: No Substitute Required / Approved

August 26 - August 28

Hours Per Day: 8 | Created: 4/29/19 10:51 AM | Last Update: 5/7/19 3:07 PM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

August 26 - August 28 at Human Resources0 out of 3 Days Reconciled

⌆

NEXT STEPS

⌆

Select the day(s) you will be out:  
FromTo  
08/26/201908/28/2019

<August 2019>

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Absence ReasonTDE

TimeSubstitute Report Time

Full DayFull Day

08:00 AM to 05:00 PM08:00 AM to 05:00 PM

Accounting CodeNone Selected

ABSENCE SUMMARY

⌆

Substitute RequiredNo

u Monday, August 26, 2019

u Tuesday, August 27, 2019

u Wednesday, August 28, 2019

Human Resources ⓘ

8:00 AM - 5:00 PM

TDE

Notes & Attachments

⌆

Notes to Administrator

(Viewable only by Administrator and Employee)

HR Florida State Conference and Expo in Orlando Aug 26-28, 2019

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded Files

2019 HRFL Attendance Justification Letter...

Related Files

No Related Files

Edit Absence

Split Absence

✕ Delete

View Absence #365075722 - Flaherty, Amy

Status: No Substitute Required / Approved

August 26 - August 28

Hours Per Day: 8 | Created: 5/7/19 2:15 PM | Last Update: 5/7/19 3:07 PM

Absence

Absence Log

Approvers

Approver Log

Available Subs

Call History

Edit Absence

Split Absence

✕ Delete

August 26 - August 28 at Human Resources0 out of 3 Days Reconciled

⌵

NEXT STEPS

⌵

Select the day(s) you will be out:  
FromTo  
08/26/201908/28/2019

<August 2019>

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Absence ReasonTDE

TimeSubstitute Report Time

Full DayFull Day

08:00 AM to 05:00 PM08:00 AM to 05:00 PM

Accounting CodeNone Selected

ABSENCE SUMMARY

⌵

Substitute RequiredNo

u Monday, August 26, 2019

u Tuesday, August 27, 2019

u Wednesday, August 28, 2019

Human Resources ⓘ

8:00 AM - 5:00 PM

TDE

Notes & Attachments

⌵

Notes to Administrator

(Viewable only by Administrator and Employee)

HR Florida Conference and ExpoOrlando, FLAugust 26-28, 2019

Admin-Only Notes

(Viewable only by Administrator)

None

File Attachments

Uploaded FilesRelated Files

TDE Flaherty HR Conference.pdf

No Related Files

Edit Absence

Split Absence

✕ Delete

(<https://hrfloridaconference.org/>)

# Conference At A Glance

## Sunday, August 25

- 7:00 am-7:00 pm Registration Open
- 4:00 pm-7:00 pm SHRMStore Open
- 5:00 pm-6:00 pm Orientation
- 6:00 pm-8:00 pm HR Florida 5K

## Monday, August 26

- 6:30 am-5:00 pm Registration Open
- 7:00 am-7:00 pm SHRMStore Open
- 8:15 am-10:15 am General Session Keynote | **Shaun White** | Book Signing to follow
- 11:00 am-7:00 pm SHRM Fundraiser Open
- 11:00 am-7:00 pm Expo Hall Open
- 5:00 pm-7:00 pm Expo Hall Grand Opening Reception
- 8:00 pm-11:00 pm Monday Night Social Event

## Tuesday, August 27

- 6:45 am-3:00 pm Registration Open
- 7:00 am-5:30 pm SHRMStore Open
- 8:15 am-9:30 am General Session Keynote | **Derreck Kayongo** | Book Signing to follow
- 9:00 am-3:15 pm SHRM Fundraiser Open
- 9:00 am-4:00 pm Expo Hall Open
- 8:00 pm-11:00 pm Tuesday Night Social Event

## Wednesday, August 28

- 6:45 am-11:00 am Registration Open
- 7:00 am-1:00 pm SHRMStore Open
- 11:15 am-12:15 pm General Session Keynote | **Kris Boesch** | Book Signing to follow
- 12:15 pm Conference Concludes

\*Times and information subject to change.\*

The 2019 program will be certified for a minimum of 14 SHRM PDC's & HRCI Re-certification Credits.

## SHRMSTORE®

Visit the SHRMStore® for the latest collection of HR-specific books, DVDs, software, accessories and more! Take advantage of conference specials and attend author book signings. A book signing schedule will be posted in the bookstore area. Once you've made your selections, get free shipping on all orders of \$25.00 or more. (Cannot be combined with any offers. Online and onsite orders only excluding signed copies of books. For online orders, a code will be offered to enter at checkout. Domestic shipping only. Not valid with Learning System orders.)

## Hours Of Operation

- Sunday, August 25 | 4:00 PM – 7:00 PM
- Monday, August 26 | 7:00 AM – 7:00 PM
- Tuesday, August 27 | 7:00 AM – 5:30 PM
- Wednesday, August 28 | 7:00 AM – 1:00 PM