



**The School Board of Brevard County, Florida
SCHOOL BOARD MEMBER OUT OF COUNTY AND OUT OF STATE TRAVEL REQUEST
FOR SCHOOL BOARD CONFIRMATION**

Member:	Kayte Campbell	Conference/Meeting:	FSBA's Day in Legislature
Meeting Date:	January 18, 2022	Conference/Meeting Date(s):	February 2-4, 2022
Agenda Item #:	[AGENDA ITEM #]	Total Estimated Dollar Amount:	\$934 with registration, hotel and mileage

Title:

Board Member Travel Confirmation Request: Kayte Campbell travel's request to attend the FSBA's Day in the Legislature in Tallahassee, Florida February 2-4, 2022.

Requested Action:

Opportunity for public comment and subsequent School Board confirmation that Kayte Campbell's travel to attend the FSBA's Day in the Legislature February 2-4, 2022, is for official School Board business and that the travel complies with the rules of the State Board of Education.

Summary Explanation and Background:

Effective July 1, 2019, Section 1001.39(1), Florida Statutes, titled *District school board members; travel expenses,* provides as follows:

- (1) In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, provided that any travel outside the district that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel agenda item.

[Katye Campbell] plans to attend the [FSBA's] which is located [CHOOSE ONE: Out of County] on [February 2-4, 2022].

Financial Impact:

The financial impact to the district is approximately \$[934.24]. The source of funds is [100.9000.011173.7100.332/737.000] or is being paid for by [NAME OF ENTITY].

Exhibits:

- Agenda for [FSBA's Day in the Legislature] at [Tallahassee, Florida] on [February 2-4, 2022]
- Out of County Travel Form (which itemizes anticipated travel expenses including, but not limited to, the anticipated costs of all means of travel, lodging, subsistence, etc.)

Board Action: Confirmed Not Confirmed

School Board Chairman/School Board Vice Chairman

Date

**SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
OUT-OF-COUNTY TRAVEL REQUEST FORM
PRE-APPROVAL FORM FOR ESTIMATED EXPENSES IN ADVANCE OF ACTUAL TRAVEL**

**FOR TRAVEL DURING
CALENDAR YEAR
2021**

Traveler's Name and Title: Name: <u>Katye Campbell</u> Title: <u>School Board Member, District 5</u>		Employee ID: <u>100 43110</u>	Employee's Home Base (site number and name): Site Number: <u>9000</u> Site Name: <u>Board Office</u>	Travel Method: <input type="checkbox"/> Car Pool <input type="checkbox"/> County Vehicle <input checked="" type="checkbox"/> Personal Vehicle <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Other: _____
Purpose of Trip: <u>LOD</u> <i>Enter One; Prof Dev, Representing District, Presenting Info, Student Event, LOD, or Other</i>		Trip: From: <u>02/02/22</u> <u>6:00 AM</u> To: <u>02/04/22</u> <u>7:00 p.m.</u>		
Name and Location of Conference or Event: <u>Four Points by Sheraton Tallahassee Downtown. 316 W. Tennessee Street, Tallahassee, FL 32301</u>				

ESTIMATED EXPENSES AND FUNDING SOURCE

SELECT ONE: These expenses will be paid entirely by the District. These expenses will be paid/reimbursed in whole or in part by another entity.

Total Miles	<u>654.00</u> (round trip total with personal vehicle)	Est. Mileage (at \$0.56 per mile)	\$ <u>368.24</u>
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Lodging	\$ <u>398.00</u>	Taxi	\$ <u>-</u>	Lunch	\$ <u>-</u>
Per Diem	\$ <u>-</u>	Registration	\$ <u>155.00</u>	Dinner	\$ <u>-</u>
Airfare	\$ <u>-</u>	Tolls/Parking	\$ <u>15.00</u>	Other	\$ <u>-</u>
Car Rental	\$ <u>-</u>	Breakfast	\$ <u>-</u>		
Total Est. Expenses					\$ <u>568.00</u>
Total Est. Mileage and Est. Expenses					\$ <u>934.24</u>

Fund	Site #	Project	Function	Object	Program	Available Budget
100	9000	011173	7100	332	000	\$ -
100	9000	011173	7100	737	000	\$ -

Less: Est. Amt Paid/Reimb by Other Entities (enter as a positive amt)

Less: Est. Pcard/PO Amt Paid by Brevard Schools (enter as a positive amt) \$ 553.00

TOTAL EST. REIMB DUE TO EMPLOYEE 381.24

Describe the benefit the District will receive from your attendance at this event:
 Networking, insight, valuable professional development opportunities. Board members can earn points in the Certified Board Member Program for attending.

I certify that the above is a true and correct statement of estimated travel expenses incurred in the conduct of School Board business for a public purpose authorized by law; that travel is based on the most economical method of travel and lodging; and that actual expenditures to be paid or reimbursed by another entity have been disclosed on this form.

Katye Campbell 12/15/21
 Traveler's Signature Date
 Katye Campbell
 Print or Type - Traveler's Name

Misty Belford
 Approver's Signature (Principal, Director, or above) Date
 Misty Belford - Chair
 Print or Type - Approver's Name AND Title



35th Annual Day in the Legislature

Start Date 02/02/2022 01:00 PM
End Date 02/04/2022 12:00 PM
Address Four Points by Sheraton Tallahassee Downtown. 316 W. Tennessee Street. 850.422.0071. Tallahassee, FL 32301



Invoice# 33473 **Payment Method** Credit Card
Invoice Date 12/15/2021 **XXXX-XXXX-XXXX-9348**

Thank you for registering for the FSBA 35th Annual Day in the Legislature Conference. You will receive an email confirmation outlining your registration specifications.

All written registration cancellations received in the FSBA Office on or before Friday, January 28, 2022, will be honored and refunds will be made following the conference. Due to food guarantees required by the hotel, **NO REFUNDS CAN BE MADE FOR CANCELLATIONS RECEIVED AFTER 5:00 P.M. ON JANUARY 28, 2022.** If you have any questions or need to cancel your registration, please contact Patricia Peterson by phone at (850) 414-2578, by fax at (850) 414-2585, or by email peterson@fsba.org.

Submitted By

Name Pam Escobar **Address** 2700 Judge Fran Jamieson Way
Title Administrative Assistant to the School Board
System/Org Brevard County School District **City/State/Zip** Viera, FL 32940
Phone 321.633.1000, X11412 **Email** escobar.pam@brevardschools.org

#	Name	Function	Quantity	Cost	Total Cost
1	Katy Campbell	35th Annual Day in the Legislature - MEMBER RATE	1	\$155.00	\$155.00

Please make checks payable to the Florida School Boards Association, 203 South Monroe Street, Tallahassee, Florida 32301. The FSBA federal ID number is 59-1229569.

Total	\$155.00
Payments	\$155.00
Total Due	\$0.00

The registration fee(s) include all training materials and meeting room expenses in addition to breakfasts, coffee breaks, scheduled luncheons, and receptions.

[Four Points by Sheraton Tallahassee Downtown Reservation Link](#)

Stay Details

STAY DATES

Wed Feb 2, 2022 – Fri Feb 4, 2022

Room(s): 1

Adult(s): 1



Four Points by Sheraton Tallahassee Downtown

316 West Tennessee Street Tallahassee Florida 32301 USA

Phone: +1 850-422-0071

#75046553

Katye Campbell, thank you for your reservation. Your reservation is guaranteed to your *Visa* card. An email with this information has been sent to escobar.pam@brevardschools.org. We look forward to greeting you soon.

Your receipt for hotel stays may be automatically sent to the email address associated with your reservation. If you prefer, you may request a paper copy at the front desk when you check in. Learn how to change your email address.

No room preferences were selected.

Summary of Charges

Room Type: Guest room, 2 Double

FL SCHOOL BOARD ASSN

1 room(s) for 2 night(s)

Prices in USD

Wednesday, February 2, 2022

199.00

Thursday, February 3, 2022

199.00

Total cash rate

398.00

Estimated government taxes and fees

49.75

Total Stay

447.75 USD

to protect guest safety.



Wednesday, February 2, 2022
35th Annual Day in the Legislature - TENTATIVE AGENDA

35th Annual Day in the Legislature and Board of Directors' Meeting
February 2-4, 2022
Four Points by Sheraton Tallahassee Downtown
316 W. Tennessee Street
Tallahassee, FL 32301

Wednesday, February 2, 2022 - TENTATIVE AGENDA

- 12:00 - 4:30 p.m. Registration (Hallway of Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 1:00 - 1:30 p.m. Legislative Briefing - Opening Session (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 1:30 - 1:45 p.m. BREAK
- 1:45 - 3:00 p.m. Breakout Session 1 - Group A: Budget Briefing (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 1:45 - 3:00 p.m. Breakout Session 1 - Group B: Bill Briefing (Bronze Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 3:00 - 3:15 p.m. BREAK
- 3:15 - 4:30 p.m. Breakout Session 2 - Group A: Bill Briefing (Bronze Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 3:15 - 4:30 p.m. Breakout Session 2 - Group B: Budget Briefing (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 4:30 - 4:45 p.m. BREAK
- 4:45 - 5:15 p.m. Legislative Briefing - Closing Session (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 5:30 - 6:30 p.m. RECEPTION (Aqua Pool Deck - Four Points by Sheraton Tallahassee Downtown)

Thursday, February 3, 2022 - TENTATIVE AGENDA

- 7:30 - 10:00 a.m. Registration (Hallway of Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 8:00 - 10:00 a.m. Breakfast with Florida Legislators (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 10:00 a.m. - 5:00 p.m. VISIT YOUR SENATORS AND REPRESENTATIVES

Friday, February 4, 2022 - TENTATIVE AGENDA

- 8:00 - 8:30 a.m. Board of Directors' Breakfast (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)
- 8:30 a.m. - 12:00 p.m. Board of Directors' Meeting (Ornate Chorus Ballroom - Four Points by Sheraton Tallahassee Downtown)