

EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

TRAVEL EXPENSE STATEMENT EFFECTIVE JANUARY 1, 2024

| THE EXPENSE STATEMENT BELOW CAN BE COMPLETED FOR ONE TRIP ONLY. PLEASE COMPLETE A SEPARATE EXPENSE STATEMENT FOR EACH TRIP TRAVELLED. | | | | | | | | | |
|---|---|--------------|---|-------------------------------------|--|------------------------------|--------------------------------|---------------------------|---------|
| Pers Info | Name of Employee | | Robert H Costlow | | ONLY THE GRAY AREAS MUST BE FILLED IN. | | | | |
| | Physical Home Address, City and State | | 1412 Jordan Drive Statesboro, GA 30458 | | | | | | |
| Trip Info | How far do you commute to work each day (one way not round trip)? | | 20 | | What is your Work Location? | | BOE | | |
| | THE AGENDA FROM YOUR MTG/CONFERENCE MUST BE ATTACHED. WHAT MEETING/CONFERENCE DID YOU ATTEND? | | | | Yes Georgia Ethics Symposium | | | | |
| | What city and state was your conference held? | | Macon, GA | | Did you drive? | YES | If you did not drive, who did? | | |
| Trip Info | What date did you depart on your trip? | | 3/26/2024 | | What day did you return from your trip? | | 3/27/2024 | | |
| | Did you depart from your home or work location? | | WORK HEADQUARTERS | | Did you return to your home or work location? | | HOME | | |
| PLEASE NOTE THAT YOUR COMMUTE MILEAGE IS SUBTRACTED FROM YOUR TOTAL MILEAGE. THE STATE OF GA DOES NOT REIMBURSE FOR NORMAL COMMUTING MILES. | | | | | | | | | |
| Mileage Reimb | What was your Odometer Reading on your vehicle when you first departed on your trip? | | | | What was your Odometer Reading on your vehicle when you returned from your trip? | | | | |
| | In detail, type your "depart from" and "return to" locations including points visited on trip. (for ex., Home to GDOE in Atlanta back to BOE) | | Depart from Claxton, GA to Macon, GA, to symposium hotel, back to symposium, then home the next day | | Did you drive an automobile or motorcycle? | | AUTOMOBILE = \$.67/MILE | | |
| Mileage Reimb | Was this an overnight trip? | | YES | If yes, did you room with anyone? | NO | Did you pay the lodging fee? | NO | | |
| | Note: Most overnight trips must exceed 50 miles from your home or work headqtrs AND must require you to be away longer than 12 hrs in 1 day. | | | | | | | | |
| Lodging Information | If you did not stay overnight, then did your travel time plus meeting/conference require you to be away for more than 12 hours in one day? If you answer yes, please make sure that you complete the meal section below. | | | | | | | | |
| | Do you have a copy of your lodging receipt to attach to your printed expense statement? | YES - ATTACH | Who did you room with at the conference? | | Please indicate how many nights you stayed overnight | | 1 | | |
| Lodging Information | Where did you lodge (please specify hotel name and city/state)? | | | | Did you book your lodging through a website, such as Priceline, Travelocity, Expedia, ...? | | NO | | |
| | How much did the lodging cost you per night? (This amt should include the daily rate plus any taxes charged. Please do not include incidental charges, such as rm serv, movies or parking fees. If the hotel refused to waive the hotel/motel tax, then the BOE can reimb this tax to you.) | | IMPORTANT NOTE ABOUT BOOKING LODGING THROUGH A WEBSITE: If you booked through a website, please make sure you obtain an actual receipt from the hotel to serve as proof that you stayed overnight. A confirmation of your reservation via email from the website is not adequate documentation to support reimbursement. | | | | | | |
| Misc | If you paid your own registration or miscellaneous fee (such as bus fuel), please input amount paid. | | | | | | | | |
| | NOTE: You must attach to the exp stmt. the miscellaneous receipt, registration receipt OR copy of your cancelled check/credit card stmt showing the pmt. | | | | | | | | |
| Misc | Please select travel status from dropdown list in gray box on the right. | | Day 1 | | Travel Day | | | | |
| | Please select travel status from dropdown list in gray box on the right. | | Day 2 | | Travel Day | | | | |
| | Please select travel status from dropdown list in gray box on the right. | | Day 3 | | | | | | |
| | Please select travel status from dropdown list in gray box on the right. | | Day 4 | | | | | | |
| | Please select travel status from dropdown list in gray box on the right. | | Day 5 | | | | | | |
| Meals and Employee Signature | PARKING FEES OR TOLLS: If you paid parking, please input the amt spent below & attach a detailed receipt to the exp stmt. (No receipt means no reimbursement). Fill in the space below. | | MEALS: Please indicate in the section below which meals were provided AND were not provided by the conference/hotel. You must select PROV BY HOTEL/CONF or NOT PROV BY HOTEL/CONF on ALL meals on ALL days of travel. State travel regs require you to choose either PROV BY or NOT PROV BY on ALL meals. Meal per diem will be paid at the rate of \$13.00 for Breakfast, \$14.00 for Lunch, and \$23.00 for Dinner with the exception of travel days. Meal per diem will be paid at the rate of \$9.75 for Breakfast, \$10.50 for Lunch, and \$17.25 for Dinner on travel days. Meal receipts are NOT required. Also, non-overnight trips, if less than 12 hrs in duration, are not reimbursed for meals. | | | | | | |
| | \$25.92 | | GAS In Rental Car | | | | | | |
| Meals and Employee Signature | | | DATE | BREAKFAST | AMOUNT | LUNCH | AMOUNT | DINNER | AMOUNT |
| | | | DAY 1 | NOT PROV BY CONF/HOTEL | \$9.75 | NOT PROV BY | \$10.50 | NOT PROV BY CONF/HOTEL | \$17.25 |
| | Employee Signature and Date above* (Must print & sign on a hard copy. Please * below.) | | DAY 2 | NOT PROV BY CONF/HOTEL | \$9.75 | PROV BY CONF/HOTEL | | NOT PROV BY CONF/HOTEL | \$17.25 |
| | | | DAY 3 | | | | | | |
| | You must submit within 45 days of travel to be reimbursed. | | DAY 4 | | | | | | |
| | | | DAY 5 | | | | | | |
| | * By signing the employee does solemnly swear that this expense statement is true and the described expenses were incurred in the discharge of official duties for the Evans Co. School System. | | TOTAL | | \$19.50 | | \$10.50 | | \$34.50 |
| | | | | | | | | | |
| Reimb Totals and Approvals | TOTAL MILEAGE REIMBURSEMENT | | TOTAL LODGING FEES | | TOTAL MEAL PER DIEM | | TOTAL REGIS OR MISC FEES | | TOTAL |
| | BEG ODOMETER RDG? | | \$0.00 | | \$64.50 | | \$25.92 | | \$90.42 |
| This section below is for Accounting Purposes and Approval Purposes Only. This section below must be manually entered. | | | | | | | | | |
| ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR: | | | | 100.5.9990.2800.58000.8010.0.000000 | | | | | |
| ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR: | | | | | | | | | |
| Principal's Approving Signature & Date | | | | Program Dir Sign & Date | | Financ Director Sign & Date | | Superintendent's Approval | |

SUNOCO FOOD MART

478-476-9996

Sunoco

4961 Romeiser Dr

Macon Ga 31206

| Description | Qty | Amount |
|-----------------|--------|--------------|
| UNLD CR #07 | 7.6276 | 25.92 |
| SELF @ 3.399/ G | | |
| Subtotal | | 25.92 |
| Tax | | 0.00 |
| TOTAL | | 25.92 |
| CREDIT \$ | | 25.92 |

US DEBIT

USD\$25.92

Entry: Chip Read

APP LABEL: US DEBIT

AuthNet: VISA

MODE: Issuer

AID: A0000000980840

Auth #: 347169

Resp Code: 000

Stan: 26814594304

Invoice #: 9785

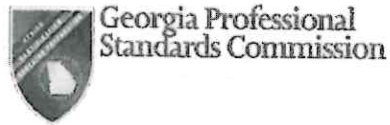
Shift #: 1

Store # *****

PIN Bypassed

**THANKS! PLEASE
COME AGAIN!**

ST# 1 TILL XXXX DR# 1 TRAN# 9079624
CSH: 0 3/27/24 4:31:19 PM



Georgia Ethics Symposium
Prevention and Correction: Fostering Professional Practice
March 26-27, 2024

AGENDA

Day One: March 26, 2024
1:00 p.m. - 4:00 p.m.

12:00 p.m. – 1:00 p.m. **Check In** **Pre-Function Area**

1:00 p.m. – 2:10 p.m. **Greetings & Opening Presentation** **Room 211 ABC**

State of the State in Ethics

Laurin Vonada, Director, Ethics Division, Georgia Professional Standards Commission (GaPSC)
David Pumphrey, Ethics Assistant Division Director & Chief Investigator, GaPSC

Resources & Logistics

Anne Marie Fenton, Director, Rules Management and Educator Assessment, GaPSC

2:10 p.m. – 2:20 p.m. **Home Office Connection**

CONCURRENT SESSION ONE

(Target Audience: P-12)

A Focus on Ethics Investigations

2:20p.m. – 4:00 p.m. **Room 212**

Session Title: Conducting Investigations: From Start to Finish

Session Description: This session will define an investigation and its overall purpose, including, but not limited to, conducting interviews. The presentation will serve as guide or resource for school districts and others responsible for conducting investigations.

Presenters:

David Pumphrey, PSC Chief Investigator, GaPSC
Michael Loudermilk, PSC Investigator, GaPSC
John Grant, Consultant, GaPSC

CONCURRENT SESSION TWO

(Target Audience: P12 District, HR, and EPP Certification Officials)

Certification Implications: Where Certification and Ethics Intersect

2:20 p.m. – 4:00 p.m.

Room 237

Session Title:

Navigating Certification: Pre-service and In-service Certificates, PAQs, and More

Session Description:

Designed especially for P12 and EPP staff who work with certification, this session will focus on avoiding issues with candidates' pre-service certificates and educators' in-service applications and renewals. Incorrect applications, answering Personal Affirmation Questions (PAQs) on the application, avoiding ethics violations of certificate holders, and more are discussed. Bring your own questions and tips.

Session Presenters:

Dr. Kelli Young, Director, Certification Division, GaPSC

Windy Fortenberry, Assistant Division Director, Certification Division, GaPSC

Melina Ljuljanovic, Strategic Support Manager, Certification Division, GaPSC

CONCURRENT SESSION THREE

(Target Audience: P-12 Districts/Schools and EPPs)

Prevention: Educator Preparation and P-12 Professional Learning

2:20 p.m. – 4:00 p.m.

Room 211 A,B,C

Session Title:

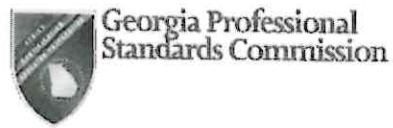
Cultivating Ethical and Professional Development: A Blueprint for Schools, Districts, and Program Providers

Session Description:

Embark on a transformative journey toward fostering a culture of ethical and professional growth within your school, district, and EPP. In this engaging statewide session, we'll delve into strategies tailored for principals, assistant principals, educational leaders, and program provider leaders and faculty to cultivate an environment where integrity, collaboration, and continuous improvement thrive. Drawing from best practices and real-world examples, we'll explore how to establish clear expectations, promote ethical decision-making, and prioritize ongoing professional development for educators at all levels. By navigating challenging ethical dilemmas, participants will gain practical insights and actionable steps to empower their teams and enhance student outcomes. Join us in shaping a future where education is not only about knowledge acquisition, but also about nurturing ethical leaders who positively impact their communities.

Session Presenter:

Dr. Mark Wilson, Author, Teacher, Coach, and Consultant
2009 National Principal of the Year (NASSP)



Georgia Ethics Symposium
Prevention and Correction: Fostering Professional Practice
March 26-27, 2024

AGENDA

Day Two: March 27, 2024
8:30 a.m. – 4:00 p.m.

| | | |
|-----------------------|-------------------------------|-------------------|
| 7:30 a.m. – 8:30 a.m. | Check In | Pre-Function Area |
| 8:30 a.m. – 8:40 a.m. | Greetings and Opening Session | Room 211 A,B,C |

Welcome & Logistics:

Laurin Vonada, Director, Ethics Division, Georgia Professional Standards Commission (GaPSC)
Anne Marie Fenton, Director, Rules Management and Educator Assessment, GaPSC

8:40 a.m. - 9:10 a.m. **Keynote Presentation** **Room 211 A,B,C**

Speaker Introduction:

Brian Sirmans, Chairman, GaPSC, and Assistant Principal, Lanier County Middle School
Lanier County Schools

Keynote Presenter:

Matt Arthur, Executive Secretary, GaPSC

Presentation Title:

Corrections and Prevention: Fostering Professional Practice

9:10 a.m. – 10:00 a.m. **General Session** **Room 211 A,B,C**

Session Title:

Fostering Professional Practice: Advice from the Field

Facilitator:

Valerie Suessmith, President, Georgia Association of Educational Leaders (GAEL), and
Part-time Human Resources Consultant, Henry County Schools

Panelists:

Dr. Mike L. Dishman, Professor of Education Policy and Governance & Dean,
College of Education, University of West Georgia
Dr. Trent North, Superintendent, Douglas County School System

10:00 a.m. – 10:50 a.m.

General Session

Room 211 A,B,C

Session Title:

The Cybertraps of Social Media: Election Year Edition

Session Description:

Social media offers the potential for valuable interpersonal connection, but educators and administrators face unique risks when using online platforms. In this engaging and timely session, author and attorney Frederick Lane highlights some of the potential pitfalls in social media use, especially during the charged atmosphere of an election year. Come explore the complexities of balancing educators' First Amendment rights with the potential for workplace conflict and diminished classroom effectiveness. Along the way, you'll learn strategies for maintaining professionalism, mitigating reputational damage, and navigating the blurred lines between personal opinions and your professional role. As a popular lecturer and author of a series of "Cybertraps" books, Lane is a nationally-recognized expert on the dynamic intersection of law, technology, and society.

Presenter:

Dr. Frederick Lane, Author, Attorney, Educational Consultant, and Lecturer

10:50 a.m. – 11:00 am.

Home Office Connection

11:00 a.m. – 11:50 a.m.

Concurrent Sessions

Session Rooms

Concurrent Session 1A: Room 211 A,B,C (Session repeated at 3:00pm in Room 211 A,B,C)

Session Title:

Correction and Prevention: What Would You Do?

Session Description:

Join this interactive examination of real-world scenarios educators face that can lead to poor decision-making and/or missteps. The facilitators will guide the audience through authentic discussion around not only corrective actions, but also prevention. Come join the conversation!

Presenters:

Dr. R. Bradley Brown, Assistant Superintendent, Human Resources, Hall County Schools

Michele J. Stephens, Director of Human Resources, Rockdale County Public Schools

Phillip R. Tremble, Director of Human Resources, Bulloch County Schools

Concurrent Session 1B: Room 212 (Session repeated at 2:10pm, Room 237)

Session Title:

Grooming: Know the Warning Signs

Session Description:

We have all heard of grooming, but what does it really mean? Better yet, how can we recognize when it is happening? Grooming behaviors are employed by sexual predators to gain access to potential victims, to normalize the introduction of sexual topics and activities, and to reduce the likelihood that the abuse will be discovered or disclosed. Special Agent April Griffith of the Georgia Bureau of Investigation's Child Exploitation and Computer Crimes Unit will share the knowledge she has gained while conducting criminal investigations of child abusers and their predatory methods.

Presenters:

April Griffith, GBI Child Exploitation and Computer Crimes Unit (CEACC)
David Pumphrey, Chief Investigator, Ethics Division

Concurrent Session 1C: Room 234

Session Title:

Navigating the ABCs of Ethical Classrooms: Appropriate, Boundary-Setting Classroom Strategies

Session Description:

This session will focus on steps a school leader can take to ensure appropriate boundaries are set between students and staff members.

Presenter:

Eric Alston, Principal, Unity Elementary School, Meriwether County School System

Concurrent Session 1D: Room 237

Session Title:

Best Practices to Prepare Teacher Candidates & School Leaders for Ethical Dilemmas Using Mixed Reality Simulations

Session Description:

Learn best practices utilized in the preparation of teacher candidates and school leaders for ethical scenarios. This session will show how mixed reality simulations are used to help candidates navigate ethical dilemmas with varying degrees of behavior levels.

Presenters:

Dr. Valerie Bennett, Program Director, Graduate Teacher Education, Clark Atlanta University
Dr. Kristian Douglas, Program Director, Undergraduate Teacher Education
Clark Atlanta University

Concurrent Session 1E: Room 238

Session Title:

Supporting Safer Schools through Training and Certification

Session Description:

Join representatives from the GaPSC, GPSTC, and GEMA/HS as they discuss new requirements for schools under the 2023 Safe Schools Act, coordinated school safety training and technical assistance provided for schools and educators, and the newly created School Safety and Anti-Gang teaching endorsement available July 2024.

Presenters:

Dr. Kelli Young, Director, Certification Division, GaPSC
Windy Fortenberry, Assistant Director, Certification Division, GaPSC
Danielle Rosa, Manager-School Resource Officer Section,
Georgia Public Safety Training Center (GPSTC)
Clint Westbrook, Homeland Security Coordinator, Georgia Emergency Management and
Homeland Security Agency (GEMA/HS)

11:50 a.m. – 2:00 p.m. Luncheon and Plenary Session Room 211 A,B,C

Announcement: Troops to Teachers in Georgia

Bradley Golub, Military Support Recruiter, GaPSC

Announcement: NASDTEC Clearinghouse's Benefits to School Districts/EPPs

Jimmy Adams, Executive Director

National Association of State Directors of Teacher Education and Certification (NASDTEC)

Announcement: Southern Regional Education Board

Dr. Stephen Pruitt, President, Southern Regional Education Board (SREB)

Plenary Presentation Title:

Ethical Considerations in the Use of Artificial Intelligence (AI): A Conversation

Session Description:

The emerging use of AI provides rich opportunities for P-12 districts, schools, and educator preparation providers to enhance instructional innovation. However, AI comes with ethical risks and considerations for responsible practice. Join this conversation about what is AI, how it is being used, ethical considerations, and more.

Session Facilitator:

Dr. Stephen L. Pruitt, President, SREB

Panelists:

Jimmy Adams, Executive Director, NASDTEC

Dr. Frederick Lane, Author, Attorney, Educational Consultant, and Lecturer

2:00 p.m. – 2:10 p.m. Home Office Connection

2:10 p.m. – 3:00 p.m. Concurrent Sessions Session Rooms

Concurrent Session 2A: Room 211 A,B,C

Session Title:

Navigating Ethics in an AI World

Session Description:

Join us for an engaging session delving into the intersection of classroom ethics and artificial intelligence (AI). As technology continues to advance, educators face new ethical dilemmas in the classroom. From algorithmic fairness to data privacy concerns, this session will explore how AI impacts educational practices and student learning. Through interactive discussions and real-world scenarios, participants will gain insights into ethical decision-making frameworks tailored to the AI landscape.

Presenter:

Dr. Mark Wilson, Author, Teacher, Coach, and Consultant
2009 National Principal of the Year (NASSP)

Concurrent Session 2B: Room 212

Session Title:

Ethical Leadership: Attainable or Fantasy?

Session Description:

This session will focus on practical and relevant methods and strategic purposeful behaviors of the leader of any organization to create a climate and culture that will be noticeable and tangible to all in the organization. Key examples will be given with the back drop of the ethics standards as the guide.

Presenter:

Dr. John Zauner, Executive Director, Georgia School Superintendents Association (GSSA)

Concurrent Session 2C: Room 234

Session Title:

No Good Deed Goes Unpunished: Ethical Pitfalls in Special Education

Session Description:

The federal guidelines set out in IDEA and Section 504 require educators to navigate a complicated system of legal and procedural requirements that can be difficult to understand; often, educators strive to accommodate the requests of families with special education students, even when the requests may not align with those guidelines. This session will apply the guidelines set out in IDEA, Section 504, and the Code of Ethics to help attendees identify situations where they may be at risk of an ethical and legal violation and how to balance those requirements with meeting student needs.

Presenter:

Catherine Followill, Partner, PEREIRA, KIRBY, KINSINGER & NGUYEN, LLP

Concurrent Session 2D: Room 237

Session Title:

Grooming: Know the Warning Signs

Session Description:

We have all heard of grooming, but what does it really mean? Better yet, how can we recognize when it is happening? Grooming behaviors are employed by sexual predators to gain access to potential victims, to normalize the introduction of sexual topics and activities, and to reduce the likelihood that the abuse will be discovered or disclosed. Special Agent April Griffith of the Georgia Bureau of Investigation's Child Exploitation and Computer Crimes Unit will share the knowledge she has gained while conducting criminal investigations of child abusers and their predatory methods.

Presenters:

April Griffith, GBI Child Exploitation and Computer Crimes Unit (CEACC)

David Pumphrey, Chief Investigator, Ethics Division

Concurrent Session 2E: Room 238

Session Title:

Fun with HR! - Cultivating Professionalism in Educators

Session Description:

Recent studies highlight the frequent dismissal of teachers due to unprofessional behavior. This session will examine the pivotal role of local school districts, especially Human Resources, in crafting effective professional development strategies to foster teacher professionalism.

Presenter:

Kameren Todd, Assistant Superintendent of Human Resources
Jackson County School System

3:00 p.m. – 3:10 p.m. Home Office Connection

3:10 p.m. – 4:00 p.m. Concurrent Sessions Session Rooms

Concurrent Session 3A: Room 211 ABC (Session also offered at 11:00am in Room 211 A,B,C)

Session Title:

Correction and Prevention: What Would You Do?

Session Description:

Join this interactive examination of real-world scenarios educators face that can lead to poor decision-making and/or missteps. The facilitators will guide the audience through authentic discussion around not only corrective actions, but also prevention. Come join the conversation!

Presenters:

Dr. R. Bradley Brown, Assistant Superintendent, Human Resources, Hall County Schools
Michele J. Stephens, Director of Human Resources, Rockdale County Public Schools
Phillip R. Tremble, Director of Human Resources, Bulloch County Schools

Concurrent Session 3B: Room 212

Session Title:

Ethical Pitfalls

Session Description:

Join this round table discussion centered on what P-12 and EPPs face with regard to conduct/ethics and how to address. GaPSC Ethics Staff will guide the dialogue aimed at prevention and reporting, including whom to contact and when. Advice on local policy and/or guidance in development will be provided. Bring all your questions.

Facilitators:

David Pumphrey, Chief Investigator, Ethics Division, GaPSC
John Grant, Ethics Investigator, Ethics Division, GaPSC

Concurrent Session 3C: Room 234

Session Title:

Cultivating Excellence: Personal Affirmation Questions in Teacher Preparation Programs

Session Description:

This session focuses on fostering a culture of continuous improvement and excellence in Teacher Preparation Programs. By introducing educators to the transformative power of Personal Affirmation Questions, teacher preparation programs can provide pre-service educators with a valuable tool for self-reflection, growth, and resilience in their professional journeys.

Presenters:

Dr. Cora Thompson, Dean, College of Education, Savannah State University
Dr. Kisha Aites, Department Chair/Associate Professor, Engineering Technology Education
Savannah State University

Concurrent Session 3D: Room 237

Session Title:

Teaching Ethics to High School Students Using The Little Indian Mobile

Session Description

Learn how a Teaching As A Profession Instructor teaches high school students to apply an ethical approach while interacting with pre-k students aboard the Little Indian Mobile classroom.

Presenter:

Erin Endicott, Teaching As A Profession Instructor, Lumpkin County High School
Lumpkin County School System

Concurrent Session 3E: Room 238

Session Title:

The Ethics Game: A Catalyst for Rich Classroom Discussion

Session Description:

The Ethics Game provides a valuable set of tools for use in both teacher and leadership preparation programs. This presentation will share how these modules are used in courses, how discussion is facilitated, and how data is gathered for both individual students and programs.

Presenter:

Dr. Gretta Milam, Department Chair, Education and Clinical Mental Health Counseling,
Lagrange College

**Thank you for participating in the
2024 GaPSC Georgia Ethics Symposium**