

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/10/23



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 9/27/22

To: Corrina Guardipee-Hall
 Superintendent

From: Cinnamon Crawford
Title: Prevention Coordinator

Subject: 2023 Global Exchange Conference

Description: Requesting out of state travel for Spokinaapi staff: Cinnamon Crawford, Tessa Wells, Kailey Hall Kayla Burns and Kiana McClure to attend the the 2023 Global exchange conference in Orlando, FL November 12-16, 2023. The Global Exchange Conference is a four-day event of CEU, workshops, and experiences, bringing together professionals and organizations from Mental Health, Addiction Treatments, and Holistic Wellness It's the largest gathering of your peers, people, you can relate to, learn from and stay connected to through out the year. The conference focuses on 5 track areas related to health disparities: 1) Physical Health: Health Promotion and Disease Prevention, 2) Social & Emotional Health, 3) Substance Misuse Treatment & Prevention, 4) Spiritual Well-being, 5) Art, Culture and Language Preservation: Strength Healthy Tribal Cultures.

Financial Impact: \$4,185.37 each

Funding Source: Samsha Partnership Grant 115.90.450.2213.582.210

Attachment(s): Travel Request/Conference Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

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

Employee Name Sample Request
Building BHA

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/12-11/16</u>	<u>40</u>	<u>SR.</u>
_____	_____	_____

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee **Not Approved**

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop 2023 Global Exchange Conference (Attach Brochure/Agenda)

Location Orlando, FL

Departure Date 11/12/23

Return Date 11/16/23

Departure Time 2:30pm

Return Time 8:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .655 = \$166.37
Per Diem 4 days @105+\$20 S = \$440.00

Registration PO# _____ = \$999.00
 Hotel PO# _____ = \$1800.00
 Other PO# Airfare = \$ 700.00

Other Luggage Receipt must be submitted on return = \$ 80.00

To be reimbursed: shuttle/taxi/parking upon return of receipts Sub Total \$4,185.37

Budget 115.90.450.2213.582.210 (100 %) 686.30

Check Total \$686.30

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____