

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/26/20



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

Date: 2/20/2020

To: **Corrina Guardipee-Hall**
 Superintendent

From: Everett Armstrong
Title: Director of Activities

Subject: **In State Travel: MIAAA Spring Conference**

Description: Request in state travel to attend the MIAAA Spring Conference at Belgrade. MT March 19 - 22, 2020.

Financial Impact: \$ 1,058.56

Funding Source (Budget/grant, etc.): 226 60 720 3500 582

Attachment(s): Travel/leave request

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

MIAAA Spring Conference 2020 - Belgrade, MT

Friday, March 20, 2020

11:00 - 1:00	Conference Registration Desk Open Belgrade High School 303 N. Hoffman St, Belgrade MT
1:00 - 5:00	LTI - 501 Guiding Principals & Philosophies
6:00 - 9:00	MIAAA Indoor Golfing Expedition Rocky Mountain Golf Company (Includes Happy Hour Food and Beverages)

Saturday, March 21, 2020

7:30 - 9:30	Conference Registration
7:30 - 8:15	Breakfast provided by Belgrade ProStart
8:30 - 9:30	Opening Speaker - Dave Ticker WSSAAA
9:40 - 10:30	Break Out Session I Athletic Training - "Startup and Partnership"
10:40 - 11:30	Break Out Session II NFHS - "Training on Scheduling Events"
12:00 - 12:50	Vendor Hall Lunch All attendees Invited to lunch prepared by Belgrade ProStart
1:00 - 5:00	LTI -502 Strategies for Organizational Management
5:30 - 9:00	MIAAA Conference Hospitality Social & Cornhole Tournament Kickoff - Outpost Hotel (Includes Happy Hour Food and Beverages)

Sunday, March 22, 2020

7:45 - 8:45	MIAAA Breakfast
9:00 - 9:50	Break Out Session III - Hot Topics
10:00 - 11:00	MIAAA General Meeting
11:30 - 12:30	Closing Presentation / Awards and Special Drawings
1:00 - 2:00	MIAAA Executive Board Meeting

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Everett Armstrong

Employee # _____

Building Browning High School

Substitute Name _____

LEAVE REPORT

Date of Leave

Hours

Type of Leave

2/19

1

SR

2/20, 2/21

16

SR

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 MIAAA Spring Conference Attach Brochure/Agenda

Location Belgrade MT

Departure Date 2/19/2020

Return Date 2/22/2020

Departure Time 4:00pm

Return Time 8:00pm

Transportation: ☒ Personal Vehicle

Mileage 624 @ .575 =\$358.80

☐ District Vehicle

Per Diem 3 days @ \$36.00 + \$15S=\$123.00

☐ Professional Development

☒ Registration PO# _____ =\$250.00

☒ Hotel PO# 3 nights @ \$108.92 =\$326.76

☐ Other PO# _____ =\$ 0.

☐ Other PO# _____ =\$ 0.

Sub Total \$1,058.56

Budget 226 60 720 3500 582 (100%) \$358.80

Check Total \$358.80

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____