

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/29/19



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**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

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**Date:**      10/18/19

**To:**          **Corrina Guardipee-Hall**  
                    Browning Public Schools

**From:**      Teri L. DeRoche  
**Title:**        Transportation Supervisor

**Subject:**   **Out of State Travel to Tulsa Oklahoma to pick up New Activity Bus on October 31, 2019**

**Description:** Request Travel for Wayne Bullcalf, Merlin Bird Rattler, Gayle Rides At The Door Sr., and Nathaniel BirdRattler to drive the trade in bus and rescue vehicle to Tulsa, Ok. to pick up New bus.

**Financial Impact:** \$1,604.00

**Funding Source (Budget/grant, etc.):** 110/210-96-167-2710-0582-0000 split

**Attachment(s):** Leave request

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

## Agenda Request to pick up bus in Tulsa, Ok

Board Items:



**Teri DeRoche**

Fri, Oct 18, 1:34 PM (11 days ago)

to me, Ella, Corrina

Carlene,

Here is the agenda request and the Leave to pick up the bus in Tulsa, Oklahoma. Travel to start on October 31, 2019, pick up the actual bus on November 1, 2019 and have class on the bus most of the day stay the night in Tulsa. Start to travel back to Montana on November 2, 2019 arrive back in Montana late evening stay the night in Billings, Mt. Travel back to Browning on November 3, 2019 arriving back in Browning late evening. Wayne Bullcalf and Gayle Rides At The Door Sr, will be rooming together each night and Merlin Bird Rattler and Ryan Wood will be rooming together each night. I put in for 4 days of meals. 2 breakfast in state 2 breakfast out of state, 2 lunch in state 2 lunch out of state, 1 dinner in state 3 dinner out of state. The 2 drivers that are driving the bus are required to break after 10 hours of driving. Each driver will drive 10 hours. The rescue vehicle that will follow will have 2 driver's and they will be driving 10 hours each. If you have any questions you can call myself or Ella.

Thanks, Terid

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

**Employee Name** Merlin Bird Rattler  
**Building** Transportation

**Employee #** \_\_\_\_\_  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10-31 to 11-3-19</u>	<u>32</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** Pick up New Activity Bus in Tulsa Oklahoma (Attach Brochure/Agenda)

**Location** Tulsa, Oklahoma

**Departure Date** 10-31-19

**Return Date** 11-3-19

**Departure Time** 6:00 a.m.

**Return Time** 10:00 p.m.

**Transportation:**      ☐ Personal Vehicle  
                                 ☒ District Vehicle  
                                 ☐ Professional Development

**Mileage** \_\_\_\_\_ = \$ 0.00

**Per Diem** 2 days @ \$35 + 2 days @ \$90 = \$250.00

☐ **Registration PO#** \_\_\_\_\_ = \$ 0.00

☒ **Hotel PO#** \_\_\_\_\_ = \$151.00

☐ **Other PO#** Airfare \_\_\_\_\_ = \$ 0.00

☐ **Other PO#** Luggage \_\_\_\_\_ = \$ 0.00

**Sub Total** \$401.00

**Budget** 110-96-167-2710-582 (60 %) \$150.00

210-96-167-2710-582 (40 %) \$100.00

**Check Total** **\$250.00**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_