

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/30/18



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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:**     5/22/18

**To**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Sicily Bird  
**Title:**     Napi Elementary Principal

**Subject:** MBI Summer Institute

**Description:** Request approval for Jessica Racine to attend the Montana Behavior Initiative Summer Institute in Bozeman MT June 18-22 ,2018.

**Financial Impact:** \$ 1,560.52

**Funding Source (Budget/grant, etc.):** Good Medicine Grant 115.90.465.1000.582.206

**Attachment(s):** Agenda/Travel Request

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

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

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

BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name Jessica Racine  
Building Napi

Employee #11760  
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/17/2017 - 6/22/2018</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 MBI Summer Institute (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 6/17/2018

Return Date 6/22/2018

Departure Time 3:00 pm

Return Time 4:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 534 @ .545 ÷ 2 =\$ 145.52

Per Diem 5 @\$35 +D 15= \$ 190.00

☒ Registration PO# \_\_\_\_\_ =\$ 275.00

☒ Hotel PO# \_\_\_\_\_ =\$ 950.00

☐ Other PO# \_\_\_\_\_ =\$ - 0.00 -

☐ Other PO# \_\_\_\_\_ =\$ - 0.00 -

Sub Total \$ 1,560.52

Budget 115.90.465.1000.582.206 (100 %) \$335.52  
( \_\_\_\_\_ %)

**Check Total \$335.52**

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

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

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