

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 25, 2023



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- 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
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Date: 1/17/23

To: Corrina Guardipee-Hall
 Superintendent

From: Robert Hall
Title: BNAS Director

Subject: Travel to University of Montana Archives 2022-2023

Description: Request travel to UM library with BNAS coach and three librarians to find materials from their archives to add to our BNAS department and larger BPS.

Financial Impact: \$740.24

Funding Source (Budget/grant, etc.): 115-90-374-2213-582-509

Attachment(s): Leave Request/Schedule

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

Agenda for UM Archives trip

January 30

12:00-3:00– meet up with Dr. Neyooxet Greymorning and receive tour of NAS building

3:30- check into hotel room

January 31

9:00 – meet at UM library with team and discuss what we want and what we are looking for

10:00-3:00- go through archives and print relevant materials

4:00-5:00 sit in on the Blackfoot Language class taught by Haley Running Crane

February 1

8:30-10:00 – sit in on the Arapaho Language class taught by Dr. Neyooxey Greymorning

10:00-1:00- go through archives and print relevant materials

1:00-2:00- meet with team and debrief

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Robert Hall
Building BNAS- NAPI

Employee #13839
Substitute Name _____

LEAVE REPORT

Date of Leave Hours Type of Leave
January 30-February 1st 24hrs 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
 - SL Sick Leave
 - *EX/SR Extra-Curricular/School Related
 - PL Personal Leave
 - JD Jury Duty (attach verification)
 - NG National Guard
 - FN Funeral _____
 - ALWO Approved Leave W/O Pay
 - ULWO Unapproved Leave w/o Pay
 - SWP Suspended w/Pay
 - 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 Research Relevant BNAS Materials within UM Library Archives (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 1/30/23

Return Date 2/1/23

Departure Time 8am

Return Time 8pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 x .655 = \$267.24
Per Diem \$51 x 3 days = \$153.00

Registration PO# _____ = \$ 0.
 Hotel PO# _____ = \$320.00
 Other PO# Airfare _____ = \$ 0.
 Other PO# Luggage _____ = \$ 0.

Sub Total \$740.24

Budget 115-90-374-2213-582-509 (100 %) \$420.24
(_____ %) \$ _____

Check Total \$420.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____