

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 28, 2024



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: 2/22/22

To: Corrina Guardipee-Hall
 Superintendent

From: Bev Sinclair
Title: Human Resources Director

Subject: **In State Travel: U of M Educator's Career Fair 2023-2024**

Description: Request travel to attend University of Montana Educator's Career Fair March 28, 2024 in Missoula, MT.

Financial Impact: \$689.36

Funding Source (Budget/grant, etc.): 126 / 226.90.160.2316.582 (75/25%)

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

ATTEND CAREER FAIRS AND EVENTS

Experiential Learning and Career Success is excited to host Career Fairs and events, in-person this academic year. Students can access the Career Fair registration area in Handshake. Attend these Career Fairs to connect with employers who are offering jobs, internships, and experiential learning opportunities. Explore our service events to help your community and explore your interests.



CAREER DAYS

University of Montana Career Days is a dynamic and inclusive series designed to empower students with the knowledge, skills, and opportunities needed to kickstart their professional journeys. This multifaceted event series strives to unite students from diverse academic backgrounds under a common banner of career development and community engagement.



HIRE GRIZ! SPRING CAREER FAIR | MARCH 28, 2024

The Experiential Learning and Career Success Center invites you to the University of Montana Hire Griz Spring Career Fair on Thursday, March 28th, 2024! This is a great opportunity for students and employers to connect about full-time professional career opportunities in all industries.

All UM students are invited to attend this event. Students nearing graduation are highly encouraged to attend. UM alumni are also welcome and invited to participate in this event.

This fair is an opportunity for employers to recruit fresh University of Montana talent. It is intended for employers and organizations in all industries recruiting for post-graduation, full-time employment. Registration for this fair opens on January 29, 2024 and closes on March 15, 2024. Registration can be completed on [Handshake](#).

Details:

When: March 28, 2024, 11 am - 1 pm

Where: University Center Ballroom, 32 Campus Drive, Missoula Montana

Hosted by Experiential Learning & Career Success (ELCS)

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Travel Request
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 27-28, 2024</u>	<u>12 hrs</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 U of M Educator's Career Fair (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 3/27/24

Return Date 3/28/24

Departure Time 2:00 pm

Return Time 7:00pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 408 @ .67 =\$273.36

Per Diem 1 dinner @ \$20.00 & 1 day @ \$51 =\$ 71.00

<input type="checkbox"/> Registration PO#	= \$175.00
<input checked="" type="checkbox"/> Hotel PO#	= \$170.00
<input type="checkbox"/> Other PO#	= \$ 0
<input type="checkbox"/> Other PO#	= \$ 0

Sub Total \$689.36

Budget 126.90.160.2316.582 (75 %) \$258.27
226.90.166.2316.582 (25 %) \$ 86.09

Check Total \$344.36

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____