

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 1, 2022



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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:**        May 27, 2022

**To:**            Corrina Hall Guardipee  
                    Superintendent

**From:**        Rebecca Rappold  
**Title:**         Curriculum Director

**Subject: Out of State Travel:** AVID Summer Institute 2021-2022

**Description:** Request travel for certified staff to attend the AVID Summer Institute in Seattle, Washington June 27-29, 2022. K-12 educators, site leaders, counselors, and instructional coaches participate in strand specific professional development to engage in best practice, implement college and career readiness courses across core content curricula, electives, as well as elementary and secondary strands.

- Napi Elementary: Danielle Augare & Genevieve Bragg
- Browning Middle School: Arlan Edwards, Kami Wellman, Wilma MadPlume, Jodi Goss, Wendy MadPlume, Sharon Tucker, Ron Tucker, and Angela Heavy Runner
- Browning High School: Whitney Bremner, Violet Sinclair-Boggs, Jim Vaile, Sonya Gobert, & Lucy Muragin

**Financial Impact:** \$3,006.78 ea

**Funding Source (Budget/grant, etc.):** ESSER III Learning Loss 115.90.787.2213.320.634

**Attachment(s):** Agenda/Leave Report/Travel Request Attached

**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 SAMPLE REQUEST  
Building \_\_\_\_\_

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

**LEAVE REPORT**

Date of Leave 6/26/22-6/30/22 Hours 25.0 Type of Leave

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 AVID Simmer Institute 2022 (Attach Brochure/Agenda)

Location Seattle, WA

Departure Date 6/26/22 Return Date 6/29/22

Departure Time 8:00 a.m. Return Time 10:00 pm

Transportation:  Personal Vehicle Mileage 1240 RT @ \$0.585 = \$803.79  
 District Vehicle Per Diem 5 Days @ \$90.00 = \$342.00  
 Professional Development

Registration PO# = \$ 950.00  
 Hotel PO# = \$ 910.99  
 Other PO# = \$ 0.00  
 Other PO# Luggage = \$ 0.00

**Sub Total \$3,006.78**

Budget **ESSER III Learning Loss**

**Check Total \$1,145.79**

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

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

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