

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 29, 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

Date: June 16, 2022

To: Corrina Guardipee-Hall
 Superintendent

From: Tonia M. Tatsey
Title: K. W. Bergan/Vina Chattin, Principal

Subject: **In State Travel: MLA Tri Conference 2022**

Description: Tonia M. Tatsey request travel to attend the 2022 MLA Tri-Conference at Downtown Holiday Inn, Missoula MT. August 5 – 6, 2022

Financial Impact: \$554.80

Funding Source (grant, etc): 126.10.120.2410.582

Attachment(s): Leave-Travel Request /Conference Agenda

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

Comment: _____

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

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

Employee Name Tonia M. Tatsey
Building KW/Vina

Employee #11493
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>Aug 5, 2022</u>	<u>3</u>	<u>SR</u>
<u>Aug 6, 2022</u>	<u>8</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 Library Tri-Conference - Award (Attach Brochure/Agenda)

Location Downtown Holiday Inn, Missoula MT

Departure Date August 5, 2022 Return Date August 6, 2022

Departure Time 2:00 p.m. Return Time 6:00 p.m.

Transportation: Personal Vehicle Mileage 408 x .585 = \$238.68
 District Vehicle Per Diem 1 days@\$51 = \$ 56.00
 Professional Development

Registration PO# Free. = \$ 00.00
 Hotel PO# TBA = \$ 260.12
 Other PO# _____ = \$ 00.00
 Other PO# _____ = \$ 00.00

Sub Total \$ 554.80

Budget 126.10.120.2410.582 (100 %) \$ 294.68
000.00.000.0000.000 (00 %) \$ 0.00

Check Total \$294.68

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____