

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 5/29/19



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: 5/21/19

To: **Board of Trustees**
 Browning School District

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Out of State Travel

Description: Brian Gallup requests travel to attend the NAFIS Summer Board of Director's Meeting to be held in Denver, Colorado 7/17/19 - 7/20/19.

Justification (District Goals): Mr. Gallup attends the NAFIS Directors Meeting as the NAFIS representative for Browning Public Schools.

Financial Impact: \$286.84 (Per Diem \$395.00; Mileage \$114.84; Lodging \$0; Registration \$0; Airfare \$0; Luggage \$50.00 (Reimbursement for meals \$250.00/full reimbursement on airfare/lodging pid by Nafis)

Funding Source (Budget/grant, etc.): Board Travel Budget

Attachment(s): Agenda/Leave/Travel

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

Comments: _____

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

NAFIS Summer Board Meeting
July 17-21, 2019
Denver, Colorado



Session Dates – Thursday, July 18th - Friday, July 19th

MEETING SCHEDULE

Wednesday – July 17, 2019

Official Arrival Day - Hotel Check-In: 3:00 pm

Thursday – July 18, 2019

Board Meeting: 9:00 am – 5:00 pm

Room: Mt. Yale (Third Floor)

AM Break: 10:00 am

PM Break: 2:00 pm

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Room: Mt. Wilson (Third Floor)

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Reception: 6:00 pm-7:30 pm

Room: Mt. Wilson (Third Floor)

Friday – July 19, 2019

Board Meeting: 9:00 am – 1:00 pm

Room: Mt. Yale (Third Floor)

Meeting Scheduled End Time: 1:00 pm

Saturday – July 20, 2019

(On Your Own)

Sunday – July 21, 2019

Official Departure Day - Hotel Checkout: 12 PM

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name Brian Gallup

Type of Travel: Travel to Posted Meetings (MCA 2-18-503)
 Travel Out of District

Date Approved by Board 5/29/19

Out of District Travel

Conference/Workshop NAFIS Board of Directors Summer Meeting
Attach Brochure/Agenda

Location Denver Colorado

Departure Date 7/17/19

Return Date 7/21/19

Departure Time 6:00 am.

Return Time 3:00 pm

Transportation: Personal Vehicle Mileage 198 @.58 = 114.84
 District Vehicle Per Diem 4 days @ \$90 + \$12IS = 372.00
 Other _____ Registration PO# = 0.00
Hotel PO# = 0.00
Airfare PO# = 0.00
Other PO# Luggage = 50.00
Other PO# Meal Reimbursement = -250.00

Sub Total \$286.84

Check Total \$536.84

Budget 126.90.160.2310.582.84 (75%)\$ 402.63

226.90.160.2310.582.84 (25%)\$ 134.21

Trustee Signature _____ Date _____

Chairman Signature _____ Date _____

Superintendent Signature _____ Date _____

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.