

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 8, 2022



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: 2/2/22

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-hall
Title: Superintendent

Subject: In State Travel: U of M Educator's Career Fair

Description: Request travel for John Salois and Jennifer Wagner to attend University of Montana Educator's Career Fair March 13-14, 2022.

Financial Impact: \$560.16 ea

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): Travel Request/Schedule

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

Comments: _____

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

Career Fair Description

Join the Experiential Learning and Career Success at the University of Montana for the Educators' Career Fair on **March 14th, 2021** in the University Center Ballroom. Network with teacher candidates and current students to hire for full-time teaching opportunities with your school district.

Schedule of Events

8:00 am-9:00 am Mock interview & strategy session for students

9:00 am-11:00 am Montana & Out-of-State School District Information Sessions (extra fee, registered employers only)

11:00 am- 2:00 pm Educators' Career Fair

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>April 14, 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 Educator's Career Fair (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 3/13/2022

Return Date 3/14/2022

Departure Time 1:00 pm

Return Time 7:00pm

Transportation: ☒ Personal Vehicle

Mileage 408 @ .56 = \$228.48

☐ District Vehicle

Per Diem 1 dinner @ \$15 + 1 day @ 36 = \$ 51.00

☐ Professional Development

☒ Registration PO# _____ = \$175.00

☒ Hotel PO# _____ = \$105.68

☐ Other PO# _____ = \$ 0.00

☐ Other PO# _____ = \$ 0.00

Sub Total \$ 560.16

Budget 126.dept. budget (75 %) \$209.61
226.dept. budget (25 %) \$ 69.87

Check Total \$279.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____