

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/25/23



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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:**    1/17/23

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**    Sicily Bird  
**Title:**      Napi Principal

**Subject: Out of State Travel: Learning and Brain Conference 2022-2023**

**Description:** Request travel for Sicily Bird, Chase Nevarez, and Edith Wagner to attend the Learning and the Brain Conference in New York, New York. To depart on April 19, 2023 and return on April 24, 2023.

**Financial Impact:** \$3,907.37 ea.

**Funding Source (Budget/grant, etc.):** 115.30.423.2213.582.582

**Attachment(s):** Travel Request/Conference Agenda

**Superintendent Action:**   ☐ Approved   ☐ Denied   ☐ Deferred    Initial & date: \_\_\_\_\_

**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 Napi

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/20-24, 2023</u>	<u>23</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 2023 Spring Learning and the Brain Conference (Attach Brochure/Agenda)

Location New York, NY

Departure Date 4/19/23

Return Date 4/24/23

Departure Time 4:00 p.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 254 x .655 = \$ 166.37

Per Diem 5 days @ \$105+\$58OS + \$20IS= \$ 603.00

☒ Registration PO# \_\_\_\_\_ = \$778.00

☒ Hotel PO# \_\_\_\_\_ = \$1500.00

☐ Other PO# Airfare \_\_\_\_\_ = \$800.00

☐ Other PO# Luggage \_\_\_\_\_ = \$ 60.00

**Submit Receipts on return for Taxi/Shuttle/Parking/Luggage** Sub Total \$3,907.37

Budget 115.30.423.2213.582.583 (100 %) \$829.37  
( \_\_\_\_\_ %)

**Check Total \$829.37**

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

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

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