

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 7/25/19



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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:**   7/2/19

**To:**      **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Jennifer Wagner  
**Title:**    High School Principal

**Subject:**   **OUt of State Travel**

**Description:** Request travel for Lucy Muragin to attend the University of Oregon Advanced Placement Summer institute in Eugene, Oregon on 8/12/19 - 8/16/19.

**Financial Impact:** \$2,624.00

**Funding Source (Budget/grant, etc.):** High School 226.60.150.2213.582

**Attachment(s):** Travel Request/Course Schedule

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

5/13/2019

APSI

▶ Postal Code:

▶ Country:

▶ Telephone:

▶ E-mail:

## Advanced Placement Course Registration

### Costs:

May 17, 2019 deadline for early registration: \$830, or \$870 for workshops with laboratory fees\*

July 3, 2019 deadline for regular registration: \$880, or \$920 for workshops with laboratory fees\*

August 2, 2019 deadline for late registration: \$930 or \$970 for workshops with laboratory fees\*

\*Chemistry, Biology, Physics

### Early Through May 17

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▶ **Registration Rate** \$830

### ▶ Workshops

- Pre-AP Professional Development in Science
- Chemistry\* Experienced Teachers
- Chemistry\* New Teachers
- Biology\*
- Physics 1\*
- US History
- English Language and Composition
- English Literature
- Statistics
- Calculus
- MacroEconomics
- Human Geography

BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name Lucy Muragin  
Building BROWNING HIGH SCHOOL

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/12-17/19</u>	<u>40 hrs</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 Pay	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave w/o Pay	JD Jury Duty (attach verification)	ULWO Unapproved Leave
*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 University of Oregon Advanced Placement Summer Institute Attach Brochure/Agenda

Location Eugene, OR.

Departure Date 8/12/19

Return Date 8/17/19

Departure Time 3:00 p.m.

Return Time 12:15 a.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = 0.00

Per Diem 4Dy 2Dn 2Ln@\$90/30/42 =504.00

Registration PO# \_\_\_\_\_ = \$930.00

Hotel PO# \_\_\_\_\_ = \$330.00

Other PO# Airline (estimate) \_\_\_\_\_ = \$800.00

Other PO# Baggage \_\_\_\_\_ = \$60.00

Sub Total \$2624.00

Budget 226.60.150.2213.582.0000 (100%) \$504.00

**Check Total \$504.00**

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

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

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