

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/26/17



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: 7/20/17

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In-State Travel IISM Conference in Helena**

Description: I am requesting travel for Jeri Matt to attend the IISM Conference in Polson on July 17-18, 2017.

Financial Impact: \$ **526.46**

Funding Source (Budget/grant, etc.): Impact Aid Funds for professional development

Attachment(s): agenda

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

Comments: _____

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



INDIAN IMPACT SCHOOLS OF MONTANA SUMMER MEETING

Radisson Colonial Inn
Helena, MT 59601
406-443-2100

From: **Lynda Brannon**
Date: Tue, Jul 11, 2017 at 12:29 PM
Subject: Summer Impact Aid Meeting

It was good to talk to you on the phone. Attached is the registration form and the agenda is below.

- July 17 8:15 - 9:00 Continental Breakfast and welcome.
 9:00 - 10:00 Workshop Basics of Impact Aid
 10:00- 11:00 Workshop Changes of Federal Law and Federal Regulations.
 11:00 - 12:00 Workshop Filling out the Impact Aid Application
 12:00 - 12:30 Workshop Impact Aid Construction Grant review
 2:00 - ? Group Activity (There may be an additional fee to attend)
- July 18 8:15 - 9:00 Continental Breakfast
 9:00 - 10:00 Indian Policy and Procedures
 10:00 - 11:00 The State's Role in Impact Aid
 11:00 - 12:00 Impact Aid Business meeting

To help defray the costs of the hotel, food and equipment, each participant will be responsible to pay \$50 like we did last year. Please fill out the attached form and e-mail or mail the form back to me.

Lynda Brannon, Executive Director
Indian Impact Schools of Montana
2396 Haystack Drive
East Helena, MT 59635
[\(406\)431-0393](tel:4064310393) cell
lyndabrannon@outlook.com

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Jeri Matt

Employee # _____

Building Curriculum Director

Substitute Name NA

LEAVE REPORT

Date of Leave

7/17-7/18

Hours

16

Type of Leave

SR

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

SL Sick Leave

*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract) Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

*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 Indian Impacted Schools of Montana (Attach Brochure/Agenda)

Location Polson, MT

Departure Date 7/16/17

Return Date 7/18/17

Departure Time 3:00 p.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle

☐ District Vehicle

☐ Professional Development

Mileage 276 x .535 =\$ 147.66

Per Diem \$35.00 x 2 days =\$ 70.00

☒ Registration PO# _____ =\$ 50.00

☒ Hotel PO# _____ =\$258.80

☐ Other PO# Airfare =\$ -0-

☐ Other PO# Luggage =\$ -0-

Sub Total \$ 526.46

Budget 126.90.160.2320.582 (75 %) \$163.25

226.90.160.2320.582 (25 %) \$ 54.41

Check Total \$ 217.66

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site