

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/11/24



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 6/6/24

To: Corrina Guardipee-Hall
 Superintendent

From: Rebecca Rappold
Title: Director of Curriculum

Subject: In State Travel: OPI Summer Institute 2024

Description: Request travel for the following administrators to attend the 2024 OPI Summer Institute in Bozeman, MT 6/16/24-6/20/24: Sheila Hall, Kari McKay, Angela Heavy Runner, and Matthew Johnson. Training will focus on Multi-Tiered System of Supports, Tier 1 Overview, Montana Aligned to Standards through MAST Assessment and Implementation.

Financial Impact: \$2,393.94 est. (OPI will reimburse the district for registration & lodging, and the travel for 1 vehicle)

Funding Source (Budget/grant, etc.): 126.226.90.161.2213.582

Attachment(s): Travel Request/Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Sample Contract
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
June 16-20, 2024	40 Hrs	School Related
_____	_____	_____

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 OPI Summer Institute (Attach Brochure/Agenda)

Location Bozeman, Mt.

Departure Date June 16, 2024

Return Date June 20, 2024

Departure Time 12:00 PM

Return Time 10:00 pm

Transportation: Personal Vehicle

Mileage 538 @ .67 = \$360.46

District Vehicle

Per Diem 4 Days @ \$51.00 + \$14L + \$20D = \$238.00

Professional Development

Registration PO# _____ = \$ 0

Hotel PO# _____ = \$ 0

Other PO# _____ = \$ 0

Other PO# _____ = \$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$598.46

Budget 126.90.161.2213.582 (75 %) \$448.85

Check Total \$598.46

226.90.161.2213.582 (25 %) \$149.61

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____