

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/8/22



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: 11/4/22

To: Corrina Guardipee-Hall
 Browning Public Schools

From: Irene Augare
Title: PCOP Coordinator

Subject: **Out of State Travel: NAEHCY Conference 2022-2023**

Justification: Request out of state travel for Shanna Little Dog-Leon to attend NAEHCY Conference in San Diego, California October 29 – November 1, 2022.

Financial Impact: \$3,082.96

Funding Source (Budget/grant, etc.): McKinney-Vento: 115.90.438.2213.582.445

Attachment(s): Conference Agenda (email); Leave Slip; Professional Development Form

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 Travel
Building Parent Community Outreach Program

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/29/22 - 11/02/22</u>	<u>27 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	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 NAEHCY Conference (Attach Brochure/Agenda)

Location San Diego, CA

Departure Date 10/29/22

Return Date 11/02/22

Departure Time 1:24 p.m.

Return Time 12:39 p.m.

Transportation: Personal Vehicle Mileage .625 x 254 = \$ 158.75
 District Vehicle Per Diem 3days@\$105+1@\$14+1@\$17+1@\$47 = \$ 393.00
 Professional Development

Registration PO# _____ = \$ 749.00
 Hotel PO# _____ = \$1,040.00
 Other PO# _____ Airfare = \$ 662.21
 Other PO# _____ Luggage = \$ 80.00

Parking/Taxi/Shuttle is reimbursable only with receipt **Sub Total** \$3,082.96

Budget: 115.90.438.2213.582.445

Check Total \$551.75

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____