

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/9/2024



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: 1/2/24

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Out of State Travel: NAFIS Spring Conference 2023-2024

Description: The Board of Trustees and Rebecca Rappold to attend the 2024 Spring NAFIS Conference in Washington, DC, 3/7/24 through 3/13/24.

Financial Impact: \$4,803.14 ea (Approximate Costs)

Funding Source (Budget/grant, etc.): designated to appropriate travel budget

Attachment(s): Travel Request/Conference Agenda

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

Comments: _____

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



NAFIS Spring Conference

SCHEDULED HIGHLIGHTS 2024

March 10

Opening General Session – 1:00-2:15pm ET

Breakout Sessions – 2:30-3:30pm ET

First General Session – 3:45-4:40pm ET

School Board Members Meeting – 4:45-5:30pm ET

School Business Officials Meeting – 4:45-5:30pm ET

Meet and Greet Reception – 5:30-6:30pm ET

March 11

Breakout Sessions – 10:30-11:30am ET

U.S. Department of Education Office Hours – 11:30-12:15pm ET

Conference Luncheon – 12:15-1:30pm ET

Second General Session – 2:00-4:00pm ET

State Meetings– 4:30-5:30pm ET

March 12 - Hill Day

Prescheduled Meetings with Congressional Offices

Hill Day Debrief – 4:30-5:00pm ET

Ending Reception – 6:00-9:00pm

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name: Sample travel

Type of Travel: ☐ Travel to Posted Meetings (MCA 2-18-503)
☒ Travel Out of District

Date Approved by Board 1/9/24

Out of District Travel

Conference/Workshop NAFIS Spring Conference 2024 (Attach Brochure/Agenda)

Location Washington, D.C.

Departure Date 3/6/24 **Return Date** 3/13/24

Departure Time 3:00 p.m. **Return Time** 5:30 p.m.

Transportation: ☒ Personal Vehicle **Mileage** 254 @ .655 = 166.37
☐ District Vehicle **Per Diem** 6 dys@105+\$23OB+\$35OL+\$40IS= 728.00
☐ Other **Registration** PO# = 750.00
Hotel PO# = 2,258.77
Other PO# Airfare = 900.00

 **Submit Receipts on return from travel: Taxi/Shuttle/Parking/Luggage** **Sub Total** \$4,803.14

Budget 126.90.160.2310.0582. (75%) \$670.78
226.90.160.2310.0582. (25%) \$223.59

Check Total \$894.37

Trustee Signature _____ **Date** _____

Chairman Signature _____ **Date** _____

Superintendent Signature _____ **Date** _____

Please attach receipts for hotel, taxi, shuttle, parking, luggage. All over payments will be rectified by adjusting the next per diem allowance.