

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 15, 2023



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: 2/3/22

To: Corrina Guardipee-Hall
 Superintendent

From: John E. Salois
Title: Human Resources Director

Subject: **In State Travel: U of M Educator's Career Fair 2022-2023**

Description: Request approval for John Salois, Jennifer Lafromboise-Wagner to attend University of Montana Educator's Career Fair March 12-13, 2023.

Financial Impact: \$1,179.46 (\$502.23 x 2 = \$1,004.46 + \$175.00 registration fee)

Funding Source (Budget/grant, etc.): 126.90.160.2316.582 (75%), 226.90.166.2316.582 (25%)

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Career Fair Description

Join the Experiential Learning and Career Success at the University of Montana for the Educators Career Fair on March 13th, 2023 in the University Center Ballroom. Network with teacher candidates and current students to hire for full-time teaching opportunities, internships, volunteer placements, and job shadowing with your school district.

Schedule of Events:

9:00-10:00am: Mock interview & Strategy Session for Students

11:00am- 2:00pm: Educators' Career Fair

11:20am-2:00pm: Montana & Out-of-State School District Information Sessions

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

Employee Name Sample Travel Request
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 12-13, 2023</u>	<u>11 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 U of M Educator's Career Fair (Attach Brochure/Agenda)

Location Missoula , MT

Departure Date 3/12/23 Return Date 3/13/23

Departure Time 2:00 pm Return Time 7:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @ .655 = \$267.24

Per Diem 1 dinner @ \$20.00 & 1 day @ \$51 = \$ 71.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$163.99
 Other PO# _____ = \$ 0
 Other PO# _____ = \$ 0

Sub Total \$502.23

Budget 126.90.160.2316.582 (75 %) \$253.68
226.90.166.2316.582 (25 %) \$ 84.56

Check Total \$338.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____