

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/14/17



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- 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: 11/8/17

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In state travel: MTSBA School Law & Technology**

Description: I am requesting travel for Everett Holm to attend the MTSBA School Law & Technology in Helena, MT December 4 and 5, 2017. William Kennedy will also attend the training which covers Cyber Liability for Schools and other important policies to address technology related issues.

Financial Impact: \$627.22

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

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: _____

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

Employee Name Sample Request
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>12/4&5, 2017</u>	<u>16</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 MTSBA School Law & Technology (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 12/4/17

Return Date 12/5/17

Departure Time 2:00 pm

Return Time 4:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 172 x .535 = \$92.02
Per Diem 2 Days @ \$35.00 = \$70.00
 Registration PO# _____ = \$175.00
 Hotel PO# _____ = \$290.20
 Other PO# _____ = _____
 Other PO# _____ = _____
Sub Total \$627.22

Budget 126.78.162.2220.582 (75 %) 121.52
226.78.162.2220.582 (25 %) 40.50

Check Total \$ 162.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____