

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/26/19



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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

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**Date:**        November 20, 2019

**To:**        **Board of Trustees**  
                  Browning School District

**From:**      Corrina Guardipee-Hall  
**Title:**      Superintendent

**Subject:**    Out of State Travel

**Description:**    Brian Gallup requests travel to attend the NAFIS Winter Board of Director's Meeting to be held in Naples, Florida January 15 - 19, 2020.

**Justification (District Goals):** Mr. Gallup sits on the NAFIS Board of Directors and the board meetings as the NAFIS representative for Montana.

**Financial Impact:** **\$239.84** (Per Diem \$315.00 less \$250.00; Mileage \$114.84; Lodging \$0; Registration \$0; Airfare \$0; Luggage \$60.00 (District will receive reimbursement pf \$250.00 for meals and full reimbursement for airfare))

**Funding Source (Budget/grant, etc.):** Board Travel Budget

**Attachment(s):** Agenda/Leave/Travel

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)        ☐ Approved        ☐ Denied        ☐ Tabled to: \_\_\_\_\_



## NAFIS Winter Board Meeting - January 15-19, 2020

Session Dates – Thursday, January 16<sup>th</sup> & Friday, January 17<sup>th</sup>



**NAPLES GRANDE**  
BEACH RESORT

475 Seagate Drive | Naples | Florida 34103

Hotel Number: 1-239-2182 | Website: [naplesgrande.com](http://naplesgrande.com)



### MEETING SCHEDULE

#### Wednesday – January 15, 2020

Official Arrival Day - Hotel Check-In: 4:00 pm

FISEF Grant Committee Meeting: 4:00 pm – *\*Cypress Room*

#### Thursday – January 16, 2020

Board Meeting: 9:00 am – 5:00 pm

*\*Room: Acacia Room 1*

AM Break: 10:00 a.m. | PM Break: 3:00 pm

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Lunch: 12:00 pm-1:15 pm

*\*Room: The Cliff Restaurant*

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Reception: 6:00 pm-7:30 pm

**\*Room: Vista Terrace**

**Friday – January 17, 2020**

Board Meeting: 9:00 am – 1:00 pm

**\*Room: Acacia Room 1**

Breakfast Buffet: 8:00 am-9:00 am

Meeting Scheduled to End: 1:00 pm

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**Saturday – January 18, 2020**

(On Your Own – Click links below for more information)

Click Here: [Visit Naples Florida](#)

Click Here: [Restaurants You Can't Miss](#)

**Sunday – January 19, 2020**

Official Departure Day - Hotel Checkout: 11:00 am



Browning Public Schools  
**Board of Trustees**  
Travel Request

Trustee Name Brian Gallup

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

Date Approved by Board 11/26/19

**Out of District Travel**

Conference/Workshop NAFIS Board of Directors Winter Meeting  
Attach Brochure/Agenda

Location Naples, Florida

Departure Date 1/15/20

Return Date 1/19/20

Departure Time 4:00 p.m.

Return Time 5:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Other \_\_\_\_\_

Mileage 198 @ .58 = 114.84

Per Diem 3@\$90+\$15IS+\$18OB+\$12OL= 315.00

Registration PO# = 0.00

Hotel PO# = 0.00

Airfare PO# = 0.00

Other PO# Luggage = 60.00

Other PO# Meal Reimbursement = -250.00

**Sub Total** \$239.84

Budget 126.90.160.2310.582.84 (75%)\$ 367.38  
226.90.160.2310.582.84 (25%)\$122.46

**Check Total \$489.84**

Trustee Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.