

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: 04/09/2019



---

**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:** 04/05/2019

**To:** **Corrina Guardipee-Hall**  
Superintendent

**From:** Wayne Hall  
Title: Transportation Supervisor

**Subject:** **Out of State Travel to Detroit, Michigan for Bus Hardware**

**Description:** Request travel for Wayne Hall and Edward Burke to Hartley Buses in Detroit Michigan to pick out hardware for buses on April 24, 25, 26, 2019.

**Financial Impact:** \$643.68.

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

**Attachment(s):** Leave Request / eMail invite

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

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

---

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

From: **John Massaro** <[bbsalesmt@gmail.com](mailto:bbsalesmt@gmail.com)>  
Date: Fri, Apr 5, 2019, 1:31 PM  
Subject: ROUSH CleanTech tour  
To: <[terid@bps.k12.mt.us](mailto:terid@bps.k12.mt.us)>

Hi Teri.

We have invited Wayne Hall and Ed Burke to join John Massaro as a guest of Hartley's School Buses for a visit to the ROUSH CleanTech facility in Michigan. We plan on departing from the Kalispell airport on Wednesday, April 24th, and return on Friday, April 26th. We will be taking care of airfare, lodging, and dinner Wednesday and Thursday evenings; however, Wayne and Ed will be responsible for transportation to and from the Kalispell airport.

ROUSH CleanTech is located at 12170 Globe Street, Livonia, MI 48150, and a tentative agenda is included below:

- Morning tour of the ROUSH CleanTech manufacturing facility, product overview and service presentations
- Break for lunch provided by ROUSH CleanTech and Blue Bird
- Afternoon demonstration of propane autogas fueling, tour of ROUSH Performance, and a tour of the ROUSH Automotive Collection museum, featuring Jack Roush's personal collection of cars

Best regards,

Karyn Pratt  
(on behalf of John Massaro)  
Hartley's School Buses  
406-261-7350

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

Employee Name sample  
Building \_\_\_\_\_

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/24, 25, 26, 2019</u>	<u>24 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 Hartley School Buses. (Attach Brochure/Agenda)

Location Detroit, Michigan

Departure Date 4/23/19

Return Date 4/26/19

Departure Time 4:00 p.m.

Return Time 3:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 198 @ .58 = \$114.84

Per Diem 2 days @ \$90+\$12L \$15 D = \$207.00

Registration \_\_\_\_\_ PO# \_\_\_\_\_ = 0

Hotel \_\_\_\_\_ PO# \_\_\_\_\_ = 0

Other \_\_\_\_\_ PO# Airfare \_\_\_\_\_ = 0

Other \_\_\_\_\_ PO# Luggage \_\_\_\_\_ = 0

**Sub Total \$ 321.84**

Budget 110.96.167.2710.582 (60%) \$241.38

210.96.167.2710.582 (40%) \$ 80.46

**Check Total \$ 321.84**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_