

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 05/08/18



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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:**   04/18/18

**To:**        **Corrina Guadipee-Hall**  
                    Browning Public Schools

**From:**   Jill Mattingly  
**Title:**    Special Services Director

**Subject:** **In state Travel: CSPD Summer Institute**

**Description:** Permission to attend WM-CSPD Summer Institute 2018 - Polson, MT, June 12, 13 and 14, 2018. Para Supervision, conscious discipline and SPED law.

**Financial Impact:** \$ 570.21

**Funding Source (Budget/grant, etc.):** 126/226-90-280-1700-582

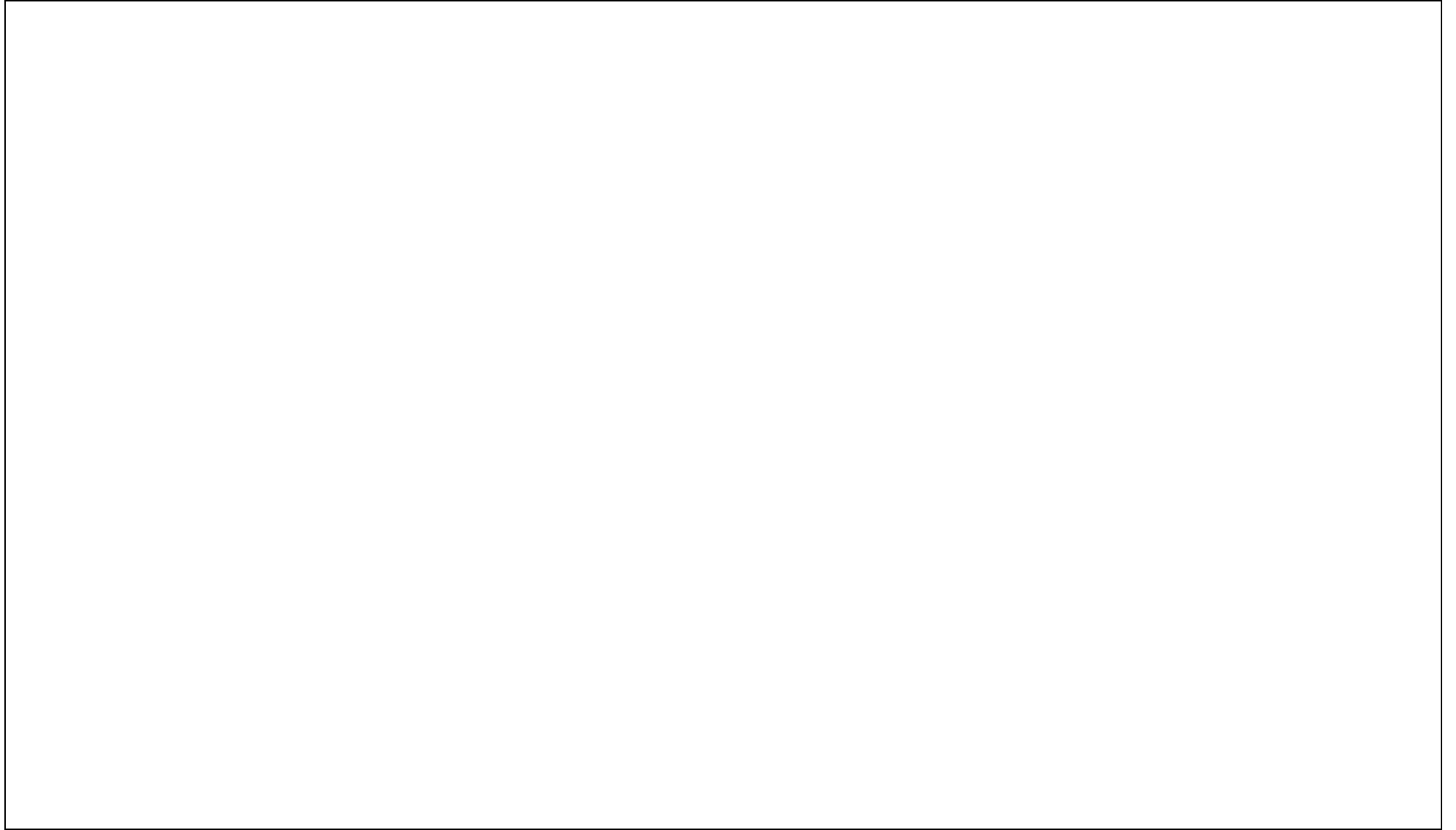
**Attachment(s):** Leave/Travel Request/Agenda

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

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

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



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

Employee Name Jill Mattingly  
Building Special Services

Employee #12045  
Substitute Name NA

**LEAVE REPORT**

|                            |               |                      |
|----------------------------|---------------|----------------------|
| <u>Date of Leave</u>       | <u>Hours</u>  | <u>Type of Leave</u> |
| <u>06/,12, 13, 14/2018</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 WM-CSPD SI 2018 - Polson, MT **(Attach Brochure/Agenda)**

Location Polson, MT

Departure Date 06/11/18 Return Date 06/14/18

Departure Time 3:00 pm Return Time 7:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 138 OW @ \$0.545 = \$ 75.21

Per Diem 3 days @ \$35.00+\$15.00 = \$ 120.00

Registration PO# FREE = \$ -0-

Hotel PO# \_\_\_\_\_ = \$ 375.00

Other PO# \_\_\_\_\_ = \$ \_\_\_\_\_

Other PO# \_\_\_\_\_ = \$ \_\_\_\_\_

Sub Total \$570.21

Budget #126-90-280-1700-582 (75 %) \$146.41

#226-90-280-1700-582 (25 %) \$ 48.80

**Check Total \$195.21**

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

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

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