

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 11/30/22



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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 17, 2022

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

**From:**   Angela Heavy Runner  
                    Title:    BMS Principal

**Subject:**   **Out of State Travel: PRCA Convention 2022**

**Description:** Request School Related Leave for Sadie Harwood to attend the On The Road Again PRCA Convention in Las Vegas, Nevada on November 29 & November 30, 2022.

**Financial Impact:** **School Related Leave Only**

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

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

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

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

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

## November 29

Session 2: 11:00 - 11:50 am

- I Ride For - PRCA and the American Cancer Society {Sonoma A}  
*Presented by Paul Woody, Vice President, Business Development, PRCA Properties*
- Are You Ready for the Unexpected? - Insured Preparedness {Sonoma B}  
*Presented by Western Specialty Insurers*
- **Win-Win-Win - Creating Partnerships between Your Rodeo Committee, Media, and your community {Sonoma C}**  
*Presented by Santa Maria Elks Rodeo, The Golden Circle of Champions, & The Touchpoint Group*
- Local Media & Your Rodeo - Using Your Rodeo History & People to Gain Partnerships with Local Media{Sonoma D}  
*Presented by Becky Hillier, PRCA Director, Communications & Media*

## WEDNESDAY - November 30

Registration Desk Open | 7:00 am - 4:30 pm

2023 Focus & PRCA Leadership Round Table Discussion 8:00 - 9:00 am

Taylor Sheridan, Keynote Speaker | 9:00 - 9:45 am

- South Point Hotel Grand Ballroom

PRCA Convention Breakout Sessions | 10:00 am - 12:00 pm

- South Point Convention Center

\*Committees can choose 2 of the 4 topics to attend

### Session 1: 10:00 - 10:55 am

#### - Youth Camps: Rodeo Starts Here {Sonoma A}

*Presented by Maureen Weeks, Director, Sponsorship & Broadcast Services, PRCA Properties & Tate Stratton*

- 1099 & 1042 Tax Withholdings {Sonoma B}

*Presented by Pam McManus, PRCA CFO*

- Value Added - Adding value and telling your story visually to enhance your social media, marketing, tourism, community relations, and TV broadcast. {Sonoma C} *Presented by Justin McKee, The Cowboy Channel*

#### - **Recruiting & Sustaining your Rodeo Committee - Tools and best practices to grow and develop your rodeo committee {Sonoma D}**

*Presented by Sisters, OR, Redmond, OR, & Prineville, OR*

Session 2: 11:00 - 11:50 am

- America 250 | Celebrating America with PRCA {Sonoma A}

*Presented by Paul Woody, Vice President, Business Development, PRCA Properties*

- Are You Ready for the Unexpected? | Insured Preparedness {Sonoma B}

*Presented by Western Specialty Insurers*

#### - **Win-Win-Win | Creating Partnerships between Your Rodeo Committee, Media, your community {Sonoma C}**

*Presented by Santa Maria Elks Rodeo, The Golden Circle of Champions, & The Touchpoint Group*

- Animal Welfare | National & Local Legislative Updates {Sonoma D}

*Presented by Scott Dorenkamp, PRCA Livestock Program & Government Relations Manager*

**OVERALL SCHEDULE SUBJECT TO CHANGE**

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

Employee Name: Sadie Harwood Employee #: 10309

Building: BMS Substitute Name: \_\_\_\_\_

**LEAVE REPORT**

| <u>Date of Leave</u>             | <u>Hours</u>  | <u>Type of Leave</u> |
|----------------------------------|---------------|----------------------|
| <u>NOV. 29<sup>th</sup> 2022</u> | <u>33 hrs</u> | <u>SR (only)</u>     |
| <u>DEC. 1<sup>st</sup> 2022</u>  | _____         | _____                |

Employee Signature: Sadie Harwood Date: 11/8/22

Approved: Condition upon the specific leave being available for the specific employee  Not Approved

Principal/Supervisor: Angie Heavner Date: 11/8/22

**Type of Leave**

- |  |                                     |  |
|--|-------------------------------------|--|
| AN Annual                                | PL Personal Leave (Master Contract) | ALWO Approved Leave w/o Pay (Holiday School Break) |
| SL Sick Leave                            | JD Jury Duty ( Attach Documents)    | ULWO Unapproved Leave w/o Pay                      |
| ***EX/SR Extra-Curricular/School Related | NG National Guard                   | SWP Suspended WITH Pay                             |
|  | FN Funeral _____                    | SWOP Suspended W/O Pay                             |
- ( Master Contract ) Relationship

\*\*\*If Taking Extra-Curricular School Related Leave, Even If In-District You MUST Fill Out The Bottom\*\*\*

**TRAVEL REQUEST (EX/SR-Fill out the Conference Name/Location Only)**

Conference Name/ Meeting/Activity: On The Road Again  
 Location: South Point Convention Center Las Vegas  
 Departure Date: Nov. 28<sup>th</sup>, 2022 Return Date: 12/02/22  
 Departure Time: 2:00 Return Time: 8:00

Transportation:  
 District Vehicle Per Diem — @ — = —  
 Personal Vehicle Mileage — @ — = —

\*\*\*\*\*The Following forms must be attached or your travel will be sent back to you as incomplete\*\*\*\*\*

- Professional Development For \_\_\_\_\_
- Hotel Confirmation ~~~~~ Purchase Order Number \_\_\_\_\_ = —
- Airline Itinerary ~~~~~ Purchase Order Number \_\_\_\_\_ = —
- Conference Schedule/ Registration ~~~~~ Purchase Order Number \_\_\_\_\_ = —

BUDGET #: \_\_\_\_\_ ( % ) \$ \_\_\_\_\_  
 \_\_\_\_\_ ( % ) \$ \_\_\_\_\_

Subtotal = —

**CHECK TOTAL** 0

Employee Signature: Sadie Harwood Date: 11/8/22  
 ( Signature Required )

Principal/Supervisor: Angie Heavner Date: 11/7/22  
 ( Signature Required )

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 ( Signature Required )

White – Payroll      Yellow – Accounts Payable      Pink – Employee      Goldenrod – School/ Site      **B02**