

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/13/2023



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 6/6/23

To: Corrina Guardipee-Hall
 Superintendent

From: Crystal Tailfeathers
Title: Director of Finance

Subject: In State Travel: E-Grants Tour Training 2023-2024

Description: Request travel for Teri DeRoche to attend the 2023 E-Grants Tour Training in Kalispell MT, July 25, 2014.

Financial Impact: 500.69

Funding Source (Budget/grant, etc.): 126 / 226.90.160.2510.582

Attachment(s): Leave/Travel Request

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Elsie Arntzen, Superintendent

PO Box 202501
Helena, MT 59620-2501
406.444.5643
In-State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First **A⁺**



2023 Egrants Tour Agenda 8:30 AM-2:00 PM

- 1. Main presentation-Egrants basics, timelines, uses of federal funds
- 2. Work on the Consolidated Application-work to complete the Consolidated Application; OPI staff are there to assist and work through entry issues
- 3. Work time and office hours (11:30-2:00)-time to work on and hopefully complete the Consolidated Application; office hours for OPI staff not in attendance

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

Employee Name Teri L. DeRoche
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7.25.23</u>	<u>10</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 2023 Egrants tour training. (Attach Brochure/Agenda)

Location Glacier High School Kalispell Mt

Departure Date 7.24.23 Return Date 7.25.23

Departure Time 6pm Return Time 5pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 198 @ .655 =129.69
Per Diem 1 supper + 1 Day = \$71.00

Registration PO# _____ = \$ 0.00
 Hotel PO# _____ = 300.00
 Other PO# Airfare _____ = \$ 0.00
 Other PO# Luggage _____ = \$ 0.00

Sub Total \$500.69

Budget 126.90.160.2510.582 (75 %) \$150.52
226.90.160.2510.582 (25 %) \$ 50.72

Check Total \$200.69

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____