

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/10/19



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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:**        September 4, 2019

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:** Jeri Matt  
**Title:**        Curriculum & Instruction

**Subject:** **travel to Calgary for the 19<sup>th</sup> Annual Blackfoot Confederacy Conference**

**Description:** Request travel for Robert Hall to attend the 19<sup>th</sup> Annual Blackfoot Confederacy Conference in Calgary, Alberta. The Confederacy meetings are a good place to get information about how our larger Blackfoot People are doing with respect to Sovereignty, Language, Philosophy, and Economy.

**Financial Impact:** \$600.12

**Funding Source (Budget/grant, etc.):** 126.90.413.2213.582 (75 %) 226.90.413.2213.582 (25 %)

**Attachment(s):** Leave Request/Conference Notice

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

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

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

# “CELEBRATING THE YEAR OF INDIGENOUS LANGUAGES”

## 19<sup>TH</sup> ANNUAL BLACKFOOT CONFEDERACY CONFERENCE

SEPTEMBER 16<sup>TH</sup> – 19<sup>TH</sup>, 2019  
CALGARY, ALBERTA



LANDMARK CEREMONY  
MONDAY, SEPTEMBER 16<sup>TH</sup>, 2019  
AT 11:00 A.M.  
TRD

BANQUET AND TALENT SHOWCASE  
WEDNESDAY, SEPTEMBER 18<sup>TH</sup>, 2019  
DOORS OPEN AT 5:00 P.M.  
DINNER SERVED AT 6:00 P.M.

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

Employee Name Robert Hall  
 Building Admin

Employee #13839  
 Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>September 16th-19th</u>	<u>14</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 19th Annual Blackfoot Confederacy Conference (**Attach Brochure/Agenda**)

Location Calgary, Alberta

Departure Date Sept 16

Return Date Sep 19

Departure Time 7:00 am

Return Time 9:00 pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 414 x .58 = \$240.12  
 Per Diem 4 days @ \$90 = \$360.00

Registration PO# \_\_\_\_\_ = \$ 0.00  
 Hotel PO# \_\_\_\_\_ = \$ 0.00  
 Other PO# Airfare = \$ 0.00  
 Other PO# Luggage = \$ 0.00

To be reimbursed: shuttle/taxi/parking = \$ 0.00

**Sub Total \$600.12**

Budget 126.90.413.2213.582 (75 %) \$450.09  
226.90.413.2213.582 (25 %) \$150.03

**Check Total \$600.12**

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

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

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