

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/26/19



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: 11/21/19

To **Corrina Guardipee-Hall**
 Superintendent

From: Matthew Johnson
Title: Alternative Education Director

Subject: Out of State Travel: National Council of Teachers of English Conference

Description: Request School Related Leave for Nick Rink to attend the 2019 National Council of Teachers of English Annual Conference at Baltimore, Maryland, November 20-22, 2019 and mileage to Great Falls, MT.

Financial Impact: \$147.32

Funding Source (Budget/grant, etc.): 226.75.150.1700.582

Attachment(s): Agenda/Travel Request

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

Comments: _____

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

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Nicolas Rink
Building WBH

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/20/19 - 11/24/19</u>	<u>24</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 NCTE 2019 Annual Convention (Attach Brochure/Agenda)

Location Baltimore, MD

Departure Date 11/20/19

Return Date 11/24/19

Departure Time 4:00 p.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 254 x .58 = \$ 147.32

Per Diem _____ = \$ 0.

☐ Registration PO# _____ = \$ 0.

☐ Hotel PO# _____ = \$ 0.

☐ Other PO# Airfare = \$ 0.

☐ Other PO# Luggage = \$ 0.

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$147.32

Budget 226.75.150.1700.582 (100 %) \$147.32

Check Total \$147.32

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____