

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/12/18



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: 6/5/18

To **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel: IISM Meeting**

Description: Request approval for board members and Corrina Guardipee-Hall to attend the Indian Impacted Schools of Montana meeting in Gt. Falls, MT.

Financial Impact: **\$165.43 ea**

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

Attachment(s): Agenda/Travel Request

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

Comments: _____

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



Indian Impact Schools of Montana

July 31, 2018 Membership Meeting

**Great Falls Administration Building (across the street from the Holiday Inn)
1:00 p.m.**

Welcome

Introductions

Update on Impact Aid Appropriations

NAFIS Conference

Finance Reports

 MQEC

 FY 19 Budget

 FY 19 Dues

 Other

Election of FY 19 Officers

Misc.

 MCEL Meeting

 Next meeting

 Contents

Other items not included above

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

Employee Name Sample Travel Request
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>July 31, 2018</u>	<u>8</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 Indian Impact Schools of Montana **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 7/31/18

Return Date 7/31/18

Departure Time 8:00 a.m.

Return Time 6:30 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 x .545 = \$ 138.43
Per Diem \$12 Lunch + \$15 Supper = \$ 27.00

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

Sub Total \$165.43

Budget 126.90.160.2320.582 (75 %) \$ 124.07
226.90.160.2320.582 (25 %) \$ 41.36

Check Total \$165.43

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____