

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/25/23



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations Hiring Contract Service Agreements
 Travel Out-of-Country Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 10/16/23

To: Board of Trustees
 Browning Public Schools

From: Brian Gallup
Title: School Board Chair

Subject: 2023-2024 Nafis Winter Board of Directors Meeting

Description: Mr. Gallup is the NAFIS Representative for Montana on the NAFIS Board of Directors. Mr. Gallup request travel to attend the Winter Nafis meeting to be held in San Juan, Puerto Rico, 1/10/24 – 1/14/24.

Financial Impact: \$534.69 (District will receive reimbursement of \$200.00 for meals and full reimbursement for airfare)

Funding Source (Budget/grant, etc.): Board Travel Budget

Attachment(s): Travel Request/Agenda

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

Comments: _____

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



Winter NAFIS Board Meeting – January 10-14, 2024

*Meeting Session Dates – Thursday, Jan. 11th-8:30am-5pm & Friday, Jan. 12th-8:30am-1pm



ROYAL SONESTA
SAN JUAN

Travel - San Juan, Puerto Rico Airport [San Juan Airport \(SJU\)](#)

MEETING SCHEDULE

[Wednesday – January 10, 2024](#)

Official Arrival Day - Hotel Check-In: 4:00 pm

[Thursday – January 11, 2024](#)

NAFIS Board Meeting: 8:30 am – 1:00 pm

*Room: [Cafetal Room](#)

Breakfast: 8:00 am-8:30 am

AM Break: 10:00 am ~ PM Break: 2:00 pm

Lunch: 12:00 pm-1:15 pm: *Room: [Arenas Room](#)

[Friday – January 12, 2024](#)

NAFIS Board Meeting: 8:30 am – 1:00 pm

*Room: [Cafetal Room](#)

Breakfast: 8:00 am-8:30 am

AM Break: 10:00 am

[Saturday – January 13, 2024](#)

(On Your Own – Click links below for information)

Visit Puerto Rico: [Discover Puerto Rico](#)

Tour & Travel: [Best San Juan Tourism Guide](#)

[Sunday – January 14, 2024](#)

Official Departure Day - Hotel Check-Out: 12:00 pm

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name Brian Gallup

Type of Travel: Travel to Posted Meetings (MCA 2-18-503)
 Travel Out of District

Date Approved by Board _____

Out of District Travel

Conference/Workshop NAFIS Board of Directors Winter Meeting
Attach Brochure/Agenda

Location San Juan, Puerto Rico

Departure Date 1/9/24

Return Date 1/14/24

Departure Time 4 pm

Return Time 8:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Other _____

Mileage 198 @.655 = 129.69

Per Diem 5 days @\$105+\$20IS = 545.00

Registration PO# = 0.00

Hotel PO# = 0.00

Airfare PO# = 0.00

Other PO# Luggage = 60.00

Other PO# Meal Reimbursement = -200.00

Sub Total \$534.69

Budget 126.90.160.2310.582.84 (75%)\$ 551.02
226.90.160.2310.582.84 (25%)\$ 183.67

Check Total \$734.69

Trustee Signature _____ Date _____

Chairman Signature _____ Date _____

Superintendent Signature _____ Date _____

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.

