

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/11/22



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: 9/27/22

To: Corrina Guardipee-Hall
 Superintendent

From: Cinnamon Crawford
Title: Prevention Coordinator

Subject: Out of State Travel: 2022 National Tribal Health Conference

Description: Requesting out of state travel for Cinnamon Crawford, Tessa Wells, Kailey Hall Kayla Burns and Kiana McClure to attend the the 2022 Global exchange conference in Orlando, Florida October 30-November 6, 2022. The Global Exchange Conference is a four day event of CEU, workshops, and experiences, bringing together professionals and organizations from Mental Health, Addiction Treatments, and Holistic Wellness It's the largest gathering of your peers, people, you can relate to, learn from and stay connected to through out the year. The conference focuses on 5 track areas related to health disparities: 1) Physical Health: Health Promotion and Disease Prevention, 2) Social & Emotional Health, 3) Substance Misuse Treatment & Prevention, 4) Spiritual Well-being, 5) Art, Culture and Language Preservation: Strength Healthy Tribal Cultures.

Financial Impact: \$4,372.39 ea

Funding Source: Samsha Partnership for Success Grant 115.90.450.2213.582.212

Attachment(s): Travel Request/Conference Agenda

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name (Sample Request)
Building BHA

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/30-11/5</u>	<u>40</u>	<u>SR.</u>
<u> </u>	<u> </u>	<u> </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 2022 Global Exchange Conference (Attach Brochure/Agenda)

Location Orlando, FL

Departure Date 10/30/22

Return Date 11/6/22

Departure Time 2:30PM

Return Time 9:14PM

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 254 x .625 = \$158.75

Per Diem 6 days @ \$105 + 1 day IS @ \$51 = \$683.00

☒ Registration PO# 46449 = \$ 899.00

☒ Hotel PO# 49648; 49650 = \$1916.64

☒ Other PO# Airfare = \$ 715.00

☒ Other PO# Luggage = \$ 80.00

Sub Total \$4,372.39

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

Budget 115.90.450.2213.582.212 (100%) \$841.75

Check Total \$841.75

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____