

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/26/2023



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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

Date: 04/17/2023

To: Corrina Guardipee-Hall
 Superintendent

From: Wayne Bull Calf
Title: Transportation Supervisor

Subject: 2023 Montana Association for Pupil Transportation Conference

Description: Request travel to attend the MAPT Training in Great Falls, MT June 21 to June 23, 2023. The MAPT Training is for bus drivers to obtain the required 15hrs of mandatory training required by State.

Financial Impact: \$713.81

Funding Source (Budget/grant, etc.): 126 / 226-96-167-2710-0582

Attachment(s): Travel Request/Conference Agenda

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

Comments: _____

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

MAPT CONFERENCE

Agenda at a Glance 2023

Wednesday

Registration opens at 7am

1st aid and CPR 8-4

Workshops

Hands on Drive 10:00 to 12:00

BBQ 5:30 - 6:30

Vendor Show 6:30 to 7:30

Supervisor Training 7:00 to 8:00

Thursday

Breakfast/Vendor Show 6:30 to 7:30

Workshops

Luncheon

Workshops

Association meeting 5:30 to 6:00

Awards Dinner 6:00 to 7:00

Bingo 7:30 to 9:00

Friday

Breakfast 6:30 to 7:30

Keynote

Workshop

Luncheon 12:25 to 1:00

Annual Business Meeting 1:00 to 1:30

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

Employee Name Francis Wayne BullCalf
Building Transportation

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6-21,6-22,6-23</u>	<u>8,8,8</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 Montana Association for Pupil Transportation **(Attach Brochure/Agenda)**

Location Great Falls, MT

Departure Date 6-21-2023

Return Date 6-23-2023

Departure Time 5:00am.

Return Time 4:00pm

Transportation: Personal Vehicle

Mileage 254 @ .655 = \$166.37

District Vehicle

Per Diem 2 days @ \$51.00 + \$14B + \$17L = \$133.00

Professional Development

Registration PO# _____ = \$175.00

Hotel PO# _____ = \$239.44

Other PO# Airfare = \$ 0.00

Other PO# Luggage = \$ 0.00

Sub Total \$713.81

Budget 126-96-167-2710-582 (75 %) \$224.53

Check Total \$299.37

226-96-167-2710-582 (25 %) \$ 74.84

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____