Browning Public Schools **Board Agenda Request**Meeting To Be Held: 6/14/22



Recognit	ion: Students	Staff	Parents		
Informat	<u> </u>	Old Business	Superintendent's Report		
Action:	Resignations	☐ Hiring	Contract Service Agreements		
Action.	_				
	Travel Out-of-State	Travel In State	Approvals		
	Termination	Legal Matters	Other:		
	This action request pertains to	☐ Elementary (only)	☐ High School/District Wide		
Date:	6/9/22				
To:	Corrina Guardipee-Hall Superintendent	From: Title:			
Subject: In State Travel: Administration/Principals, SAM Administrators Institute 2021-2022					
Description: Request travel for Corrina Guardipee-Hall, Dennis Juneau, Rebecca Rappold, Everett Holm, Toni Tatsey, Patrick Armstrong, Sheila Hall, Raquel LittlePlume, Sicily Bird, Jessica Racine, William Heubsch, Angela HeavyRunner, Jennifer Wagner, Kari McKay, Michael ComesAtNight, and Matthew Johnson to attend the SAM Administrators Institute in Helena, Mt. July 24-27,2022. Training will focus on Recruitment and Retention of Quality Education; Social, Emotional, and Behavioral Health; and Innovations in Education					
Funding Source (Budget/grant, etc.): 115.90.787.2213.582.634 ESSER III Learning Loss					
Attachment(s): Leave/Travel Request, Conference Agenda					
Superintendent Action: Approved Denied Deferred Initial & date:					
Comments:					
Board A	ction: N/A (Info)	Approved Den	nied Tabled to:		

BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name Sample Request	Employee #		
Building	Substitute Name		
LEAVE REPORT			
Date of Leave	Hours	Type of Leave	
July 24 2022	4 Hrs	School Related	
July 25-27, 2022	<u>24 Hrs</u>	School Related	
Employee Signature	Da	nte	
☐ Approved; Condition upon the speci	fic leave being available for the specific	e employee	
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		SWP Suspended w/Pay	
	FN Funeral(Master Contract Relationship)	SWOP Suspended w/o Pay	
TRAVEL REQUEST (If receiving particles of the conference of the co	Return Date July 27, Return Time 5:00 p.1	chure/Agenda) 2022	
District Veh		Meal@ $$35/1$ =\$. 120.00	
<u>=</u>	l Development	ψ. 120.00	
Trotessione	•	ation PO# =\$ 300.00	
	_	O# =\$ 616.86	
		O# Airfare =\$ 0.00	
	Other P	O# Luggage =\$ 0.00	
		Sub Total \$1137.48	
Budget 115.90.787.2213.582.634 (100%)	6) \$220.62	Check Total \$220.62	
Employee Signature		Date	
Principal/Supervisor		Date	
Superintendent Signature		Date	