Browning Public Schools Board Agenda Request Meeting To Be Held: 08/25/21



| Recognit | ion: Students | Staff | Parents | | | | |
|------------------------------|--|-------------------|--|--|--|--|--|
| Information: Duilding 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: | 08/17/21 | | | | | | |
| To: | Corrina Guardipee-Hall Browning Public Schools | From: Title: | Maureen Stott Special Services Director | | | | |
| Subject: | In State Travel: Special Olympics State Basketball Tournament 2021 | | | | | | |

Description: Request travel to attend the Special Olympics State Basketball Tournament in Butte, MT November 4, 5 & 6, 2021.

Financial Impact: \$ 555.76

Funding Source (Budget/grant, etc.): 126-60-720-3590-582 (75%); 226-60-720-3590-582 (25%)

Attachment(s): Agenda/Leave Report/Travel Request

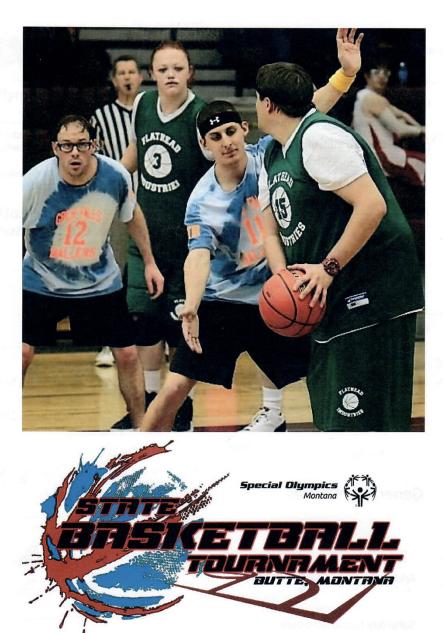
Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)

Comments: _____

| Board Action: | N/A (Info) | Approved | Denied | Tabled to: | |
|----------------------|------------|----------|--------|------------|--|
| Douru mettom | | | Demea | | |

Special Olympics Montana | State Basketball Tournament

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Butte, MT

NOVEMBER 4-6, 2021

https://www.somt.org/state-basketball-tournament/

7/26/2021

BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

| Employee Name Maureen Stott | <u>t</u> Employee #89437 | | | | |
|--|--|---|------------------------------------|--|--|
| Building Special Services | Substitute Name <u>NA</u> | | | | |
| LEAVE REPORT | | | | | |
| Date of Leave | <u>Hours</u> | Type of Leave | | | |
| November 4, 5 & 6, 2021 | <u>16 Hrs.</u> | <u>SR</u> | | | |
| Employee Signature | | Date | | | |
| Approved; Condition upon the speci | | | | | |
| Principal/Supervisor | ~ ^ | Date | ~ ~ | | |
| TYPE OF LEAVE | | | | | |
| AN Annual SL Sick Leave *EX/SR Extra-Curricular/School Related | PL Personal Leave JD Jury Duty (attach verification) NG National Guard FN Funeral (Master Contract Relationship) | ALWOApproveULWOUnapproSWPSuspendSWOPSuspend | ved Leave w/o Pay ed w/Pay | | |
| *If taking School Related/Extra-Curricular <u>TRAVEL REQUEST</u> (If receiving pa | yment for EX/SR leave please fi | ill out entire form c | ompletely) | | |
| Conference/Workshop Special Olympi | cs State Basketball Tournament 20 | <u>J21</u> (Attach Brod | cnure/Agenda) | | |
| Location <u>Butte</u> , MT | | | | | |
| Departure Date $11/04/21$ | Return Date <u>11/06</u> | | | | |
| Departure Time 8:00 am | Return Time 7:0 | - | ¢2(4,22 | | |
| Transportation: \square Personal Ve | 6 | 472 RT @ \$0.56 | = \$264.32 | | |
| District Veh | | n <u>N/A</u> | = \$ 0 | | |
| 🛛 Professiona | l Development | ration <u>PO# N/</u> | A =\$ 0 | | |
| | Hotel | | =\$291.44 | | |
| | | | = $3291.44= 0$ | | |
| | Other | | =\$ 0 | | |
| | | | ub Total \$555.76 | | |
| Pudget 126 60 720 2500 582 (75 %) | 555 76 | | | | |
| Budget <u>126-60-720-3590-582</u> (75 %) § 226-60-720-3590-582 (25 %) | | | <mark>Fotal <u>\$264.32</u></mark> | | |
| 220-00-720-3390-382 (23 %) | | | | | |
| Employee Signature | | Date | | | |
| Principal/Supervisor | | Date | | | |
| Superintendent Signature | | Date | | | |