

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



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: 08/17/21

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Maureen Stott
Title: 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: _____



Butte, MT

NOVEMBER 4-6, 2021

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Maureen Stott
Building Special Services

Employee #89437
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>November 4, 5 & 6, 2021</u>	<u>16 Hrs.</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 Special Olympics State Basketball Tournament 2021 (Attach Brochure/Agenda)

Location Butte, MT

Departure Date 11/04/21

Return Date 11/06/21

Departure Time 8:00 am

Return Time 7:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☒ Professional Development

Mileage 472 RT @ \$0.56 = \$264.32

Per Diem N/A = \$ 0

☐ Registration PO# N/A = \$ 0

☐ Hotel PO# _____ = \$291.44

☐ Other PO# _____ = \$ 0

☐ Other PO# _____ = \$ 0

Sub Total \$555.76

Budget 126-60-720-3590-582 (75 %) \$555.76

226-60-720-3590-582 (25 %)

Check Total \$264.32

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____