

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/26/23



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
 Superintendent of Schools

From: Reid Reagan
Title: Maintenance/Facility Director

Subject: **Operations and Maintenance Asbestos Training 2022-2023**

Description: Request travel to attend the 16 Hour Operations & Maintenance Asbestos Training in Columbia Falls, MT 4/26/23 – 4/27/23

Financial Impact: \$ 629.12

Funding Source (Budget/grant, etc.): 126-94-166-2620-0582 (75%) 226-94-166-2620-0582 (25%)

Attachment(s): Travel Request & Agenda

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

Comments: _____

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

Asbestos Training

Contractor/Supervisor --
Initial/Refresher
Inspector -- Initial/Refresher
Management Planner--
Refresher
Project Designer --
Refresher
Approved by MDEQ-ACP

Lead Training

Renovator Repair Painter
-RRP
Approved by EPA
Initial -8 hours
Refresher - 4 hours

Class Schedule 2022 - 2023

Contractor/Supervisor:

Refresher (\$225) - **February 1 2023 - 9:00 am to 5:00 pm**
Initial (\$850) - **January 23-27 2023 -- 9:00 am to 5:00 pm**

Inspector:

Refresher (\$200) - **January 31 2023 - 9:00 am to 1:00 pm**
Initial (\$725) - **not scheduled -- 9:00 am to 5:00 pm**

Management Planner:

Refresher (\$200) - **January 31 2023 - 1:00 pm to 5:00 pm**

Project Designer:

Refresher (\$225) - **February 2 2023 - 9:00 pm to 5:00 pm**

16 Hour Operations & Maintenance (\$375) - April 26-27 2023 -- 9:00 am to 5:00 pm

Check back often. Classes are added when enough requests for a particular class are received. Refresher classes are in person and online (until further notice from MDEQ). Initial classes are in person only. All classes are presented at/from our Columbia Falls office. If you have a group that needs training contact us.



Main: 406-250-6902

Toll-Free: 877-248-6006

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

Employee Name Reid Reagan
Building Maintenance

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/26/23 - 4/27/23</u>	<u>16</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 Maintenance Asbestos Training **(Attach Brochure/Agenda)**

Location Columbia Falls, MT

Departure Date 4/26/23

Return Date 4/27/23

Departure Time 7:00 AM

Return Time 7:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$ 0.
Per Diem 2 days @ \$51 = **\$102.00**
 Registration PO#52743 = \$ 375.00
 Hotel PO#52744 = \$ 152.12
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$ 629.12

Budget 126-94-166-2620-582 (75 %) \$76.50
226-94-166-2620-582 (25 %) \$25.50

Check Total \$102.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____