

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/19/22



-
- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 4/14/22

To: Corrina Guardipee-Hall
 Superintendent

From: Rebecca Rappold
Title: Director of Curriculum

Subject: In State Travel: Big Sky Literacy Summit 2021-2022

Description: Request for Travel-Out of District for principals Sheila Hall and Patrick Armstrong to attend the Big Sky Literacy Summit to pursue professional development in the Science of Reading Literacy Workshop-Topics in typical/a-typical reading development, Assessment and Intervention, as well as Leadership & Coaching.

Financial Impact: \$ 1,582.54 each

Funding Source (Budget/grant, etc.): MCLSDP KW VINA & BES 115.10.423.2213.582 & 115.20.423.2213.582

Attachment(s): Agenda/ Travel Request Attached

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

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

Employee Name Sample Leave Request
Building KW Vina

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
Sept 7 - 9, 2022	18 hrs	SR
_____	_____	_____

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 (Attach Brochure/Agenda)

Location Big Sky, MT

Departure Date 9/7/22 Return Date 9/10/22

Departure Time 1:00 pm Return Time 8:00 pm

Transportation: Personal Vehicle Mileage 534 x .56 = \$ 156.20
 District Vehicle Per Diem 3 Days @ \$36.00+15= \$ 123.00 = \$ 123.00
 Professional Development

Registration PO# _____ = \$ 575.00
 Hotel PO# _____ = \$ 728.34
 Other PO# Airfare = \$ 0.00
 Other PO# Luggage = \$ 0.00

Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$1,582.54

Budget 115.10.423.2213.582 (%) \$ _____
115.20.423.2213.582 (%) \$ _____

Check Total \$279.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____