

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/11/22



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**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

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**Date:**      10/4/22

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

**From:**      Irene Augare  
**Title:**      PCOP Coordinator

**Subject: Out of State Travel: NAEHCY Conference 2022-2023**

**Justification:** Request out of state travel for Irene Augare and Robin England to attend NAEHCY Conference in San Diego, California October 29 – November 1, 2022. As the McKinney Vento Liaison, Robin England will need to receive 7 hours of training; it is highly suggested that she attends the NAEHCY Conference.

**Financial Impact:** \$3,082.96 ea

**Funding Source (Budget/grant, etc.):** McKinney-Vento: 115.90.438.2213.582.445

**Attachment(s):** Conference Agenda (email); Leave Slip; Professional Development Form

**Superintendent Action:** ☐ Approved ☐ Denied ☐ Deferred      Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:** ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

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

Employee Name Sample Travel  
Building Parent Community Outreach Program

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/29/22 - 11/02/22</u>	<u>27 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 NAEHCY Conference (Attach Brochure/Agenda)

Location San Diego, CA

Departure Date 10/29/22

Return Date 11/02/22

Departure Time 1:24 p.m.

Return Time 12:39 p.m.

Transportation: ☒ Personal Vehicle

Mileage .625 x 254 = \$ 158.75

☐ District Vehicle

Per Diem 3days@\$105+1@\$14+1@\$17+1@\$47 = \$ 393.00

☐ Professional Development

☒ Registration PO# \_\_\_\_\_ = \$ 749.00

☐ Hotel PO# \_\_\_\_\_ = \$1,040.00

☐ Other PO# \_\_\_\_\_ Airfare = \$ 662.21

☐ Other PO# \_\_\_\_\_ Luggage = \$ 80.00

*Parking/Taxi/Shuttle is reimbursable only with receipt*    **Sub Total** \$3,082.96

Budget: 115.90.438.2213.582.445

**Check Total \$551.75**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_