

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/13/17



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**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

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**Date:**        6/9/17

**To:**        **Board of Trustees**  
                  Browning School District

**From:**      John Rouse  
**Title:**      Superintendent

**Subject:**    Out of State Travel

**Description:**    Brian Gallup requests travel to attend the NAFIS Summer Board of Director's Meeting to be held in Seattle, WA July 19-23, 2017.

**Justification (District Goals):** Mr. Gallup attends the NAFIS Directors Meeting as the NAFIS representative for BPS.

**Financial Impact:** \$301.92 (Per Diem \$395.00; Mileage \$106.92; Lodging \$0; Registration \$0; Airfare \$0; Luggage \$50.00 (Reimbursement for meals \$250.00/full reimbursement on airfare)

**Funding Source (Budget/grant, etc.):** Board Travel Budget

**Attachment(s):** Agenda/Leave/Travel

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

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

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



**NAFIS**

**NAFIS 2017 Summer Meeting - July 19-23, 2017**

**(Session dates: July 20 & 21, 2017)**

***Renaissance Seattle Hotel***

***Seattle, Washington***

**515 Madison Street | Seattle WA 98104**

**T 1.800.546.9184 | F 206.624.8125**

Experience the Renaissance Seattle Hotel, a stylish hotel in downtown Seattle and one of the hotels conveniently located near CenturyLink and Safeco Fields, Pike Place Market, and upscale shopping. Our Seattle, Washington hotel eliminates travel stress thanks to easy access to major freeways and Sea-Tac International Airport. Unwind in spacious, guest rooms with stunning views of Puget Sound, the mountains and city skyline. From colorful paintings by local artists displayed in the lobby to a fully-equipped fitness center and high-speed Internet, we offer the best in town.



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## MEETING SCHEDULE

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### Wednesday – July 19, 2017

**Official Arrival Day – Check-In: 4PM**

**Meeting - ESEA Task Force: 9:00 am – 12:00 pm**

**Room: Marion Room (4<sup>th</sup> Floor)**

### Thursday – July 20, 2017

**Board Meeting: 9:00 am – 5:00 pm**

**Room: Visions (28<sup>th</sup> Floor)**

**Breakfast Buffet: 8:00 am-9:00 am**

**AM Break: 10:00 am**

**PM Break: 2:00 pm**

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**Lunch: 12:00 pm-1:15 pm**

**Room: Vista I (28<sup>th</sup> Floor)**

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**Reception: 6:00 pm-7:30 pm**

**Room: Vista I (28<sup>th</sup> Floor)**

### Friday – July 21, 2017

**Board Meeting: 9:00 am – 1:00 pm**

**Room: Visions**

**Continental Breakfast: 8:00 am-9:00 am**

**AM Break: 10:00 am**

**Meeting Scheduled End Time: 1:00 pm**

### Saturday – July 22, 2017

**(Time on your own)**

### Sunday – July 23, 2017

**Official Departure Day**

**Check-Out: 12 Noon**

Browning Public Schools  
**Board of Trustees**  
Travel Request

Trustee Name Brian Gallup

Type of Travel: ☐ Travel to Posted Meetings (MCA 2-18-503)  
☒ Travel Out of District

Date Approved by Board 6/13/17

**Out of District Travel**

Conference/Workshop NAFIS Board of Directors Summer Meeting  
Attach Brochure/Agenda

Location Seattle, WA

Departure Date 7/19/17

Return Date 7/23/17

Departure Time 3:00 am.

Return Time 3:00 pm

Transportation:	<input checked="" type="checkbox"/> Personal Vehicle	Mileage	<u>198</u>	@.54	=	<u>106.92</u>
	<input type="checkbox"/> District Vehicle	Per Diem	<u>4 days @ \$90 + 3 meals IS \$35=</u>			<u>395.00</u>
	<input type="checkbox"/> Other _____	Registration	<u>PO#</u>		=	<u>0.00</u>
		Hotel	<u>PO#</u>		=	<u>0.00</u>
		Airfare	<u>PO#</u>		=	<u>0.00</u>
	Other	<u>PO# Luggage</u>		=	<u>50.00</u>	
	Other	<u>PO# Meal Reimbursement</u>		=	<u>-250.00</u>	
		Sub Total	<u>\$301.92</u>			

**Check Total \$551.92**

Budget 126.90.160.2310.582.84 (75%)\$ 413.94

226.90.160.2310.582.84 (25%)\$ 137.98

Trustee Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.