

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 10, 2021



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: August 3, 2021

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Out of State Travel: NAFIS Fall Conference 2021-2022

Description: The Board of Trustees and Corrina Guardipee-Hall to attend the 2021 Fall NAFIS Conference in Washington, DC, September 9/16/21 through 9/22/21.

Financial Impact: Approximate Costs \$4,088.88 ea. (Per Diem \$618.00; Lodging \$2,200.00; Mileage \$110.88; Airfare \$550.00; Registration \$550.00; Luggage \$60.00). Taxi/Shuttle/Parking/luggage will be reimbursed upon return.

Funding Source (Budget/grant, etc.): designated to appropriate travel budget

Attachment(s): Travel Request/Conference Agenda

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

Comments: _____

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

2021 NAFIS FALL CONFERENCE

September 19 - September 21

Sunday, September 19

9:00-9:30am – Conference Orientation & Meet NAFIS/New to NAFIS Activity

9:30-10:30am – Basics of Impact Aid

10:30-10:45am – Advocacy 101

10:45-11:45am – Subgroup Meetings: FLISA & MTLLS

12:00-12:45pm – State Chair Lunch

1:00-4:15pm – First General Session (*also livestreamed*)

4:30-5:15pm – School Board Members Meeting

4:30-5:15pm – Subgroup Meeting: MTLLS

5:30-6:30pm – Meet and Greet Reception

Monday, September 20

8:00-10:00am – Subgroup Meetings: MISA & NIISA

8:45-10:00am – Subgroup Meeting: FLISA

10:30-11:30am – Breakouts

12:15 – 1:15pm – Luncheon

1:45-4:00pm – Second General Session (*also livestreamed*)

4:30-5:15pm – State Meetings

5:30-6:30pm – Get in Your Steps

Tuesday, September 21

Capitol Hill Visits

4:00-5:00pm – Hill Day Debrief

7:00-10:00pm – Ending Reception

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name Sample Travel

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

Date Approved by Board 8/10/21

Out of District Travel

Conference/Workshop NAFIS Fall Conference 2021 (Attach Brochure/Agenda)

Location Washington, D.C.

Departure Date 9/15/21 Return Date 9/22/21

Departure Time 4:00 p.m. Return Time 5:00 p.m.

Transportation: ☒ Personal Vehicle Mileage 198 @ .56 = 110.88

☐ District Vehicle Per Diem 6 dys@90+48OS+2 ISD@ \$15 = 618.00

☐ Other _____ Registration PO# = 550.00

Hotel PO# = 2200.00

Other PO# Airfare = 550.00

Luggage (\$30/bag each way, depending on Airline) = 60.00

Submit Receipts on return from travel for Taxi/Shuttle/Parking/Luggage

Sub Total \$4,088.88

Budget 126.90.160.2310.0582. (75%)\$591.66
226.90.160.2310.0582. (25%)\$197.22

Check Total \$788.88

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.