

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/9/2024



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: 1/2/23

To School board Members

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: In-person Grant Writing session with UM Professors 2023-2024

Description: Requesting travel and school related leave for Cinnamon Salway, Corrina Guardipee-Hall, Jason Andreas and Matthew Johnson to attend a 1-day In-person grant writing session with the UM partners in Missoula, MT, January 16, 2024.

Financial Impact: \$587.84 ea

Funding Source (Budget/grant, etc.): Spokinaapi Grant 115.90.450.2213.582.212

Attachment(s): Travel Request/Agenda

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

Comments: _____

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



1/4/2024

Cinnamon Salway,

On behalf of the School of Public and Community Health Sciences and the Center for Population Health Research I am pleased to invite you and your team to come to a grant writing all-day meeting on 1/16/2024 at the University of Montana, Mountain Campus. This meeting will serve to advance the Browning Public Schools SAMHSA Prevention Grant application. We very much look forward to working together and continuing to the work of the Skoopinaapi Project. Please let us know what we can do to make your trip a positive one for you and your team!

James Caringi, Ph.D

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Travel Request
Building BHA

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/15-1/16</u>	<u>8</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 In-Person Grant Writing Session (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 1/15/2024

Return Date 1/16/2024

Departure Time 2PM

Return Time 8PM

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 408 x .655/1 person = \$ 267.24

Per Diem 1@51 + S @ \$20 = \$ 71.00

☒ Registration PO# = \$ 0

☒ Hotel PO# = \$ 246.50

☒ Other PO# = \$ 0

☒ Other PO# = \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$ 584.74

Budget 115.90.450.2213.582.212 (100%) \$338.24

Check Total \$338.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____