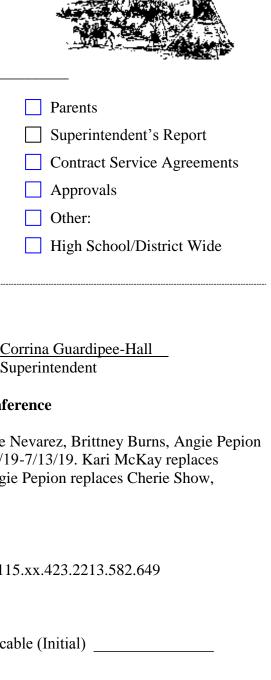
Browning Public Schools

Board Agenda RequestMeeting To Be Held: 3/21/19



Recognit	ion: Students	Staff	Parents		
Informat	ion:	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:	3/6/19				
To:	Board of Trustees Browning Public Schools		rrina Guardipee-Hall perintendent		
Subject: Out of State Travel "I Teach" (SDE) National Conference					
Description: Request out of state travel for Kari McKay, Chase Nevarez, Brittney Burns, Angie Pepion to attend "I Teach" professional development in Las Vegas, 7/7/19-7/13/19. Kari McKay replaces Jennifer Wagner, Chase Nevarez replaces Anna Armstrong, Angie Pepion replaces Cherie Show, Brittney Burns replaces Nicole Whitney.					
Financial Impact: \$12,895.56 (approximate)					
Funding Source (Budget/grant, etc.): MCLP Literacy Grant 115.xx.423.2213.582.649					
Attachment(s): Travel Request/Agenda					
Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)					
Comments:					
Board Action: N/A (Info) Approved Denied Tabled to:					

BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name Sample Request	Employee #		
Building	Substitute Name NA		
LEAVE REPORT			
	IIanna	T-ma of I cores	
Date of Leave	<u>Hours</u>	Type of Leave	
			
Employee Signature	——— Date		
Approved; Condition upon the spe		cific employee	
Principal/Supervisor	Date		
TYPE OF LEAVE	Di Damandi	ALWO Assessed Live W/O De	
AN Annual SL Sick Leave	PL Personal Leave JD Jury Duty (attach verification)	ALWO Approved Leave W/O Pay ULWO Unapproved Leave w/o Pay	
*EX/SR Extra-Curricular/School Related		SWP Suspended w/Pay	
Zijor Zina Carrealar, sensor Related	FN Funeral	SWOP Suspended w/o Pay	
	(Master Contract Relationship)	1	
*If taking Cahaal Dalated/Evitua Crymianlan I a	ove only. In an Out of District, you MIST	Fligt Conference Name/Leastion	
*If taking School Related/Extra-Curricular Le TRAVEL REQUEST (If receiving pay			
	_		
Conference/Workshop SDE National M	<u> Iath Conference</u> Attach Brochure /	Agenda	
Location Las Vegas, NV			
Departure Date 7/7/19	Return Date <u>7/13/19</u>		
Departure Time 11:00 am	Return Time 8:00 pm		
Transportation: Personal Ve	hicle Mi	ileage $254 \div .58/2 = 73.66$	
☐ District Veh	icle Per Die r	n <u>5 day OS+LD IS</u> <u>=567.00</u>	
☐ Professional	Development		
	Registration	PO# =776.15	
	⊠ Hotel	PO# =1344.48	
	☐ Other	PO# Airfare =462.60	
	☐ Other	PO# Luggage = - 0 -	
	Other	PO# Luggage = - 0 -	
		Sub Total <u>3223.89</u>	
Budget MCLP 115.(5,10,20,30).423.221	3.582.649 (100%) \$643.66	Check Total \$643.66	
Employee Signature		Date	
Principal/Supervisor		Date	
Superintendent Signature		Da te	