

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 3/21/19



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: 3/6/19

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

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
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

Date of Leave _____ Hours _____ Type of Leave _____

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 SDE National Math Conference Attach Brochure/Agenda

Location Las Vegas, NV

Departure Date 7/7/19

Return Date 7/13/19

Departure Time 11:00 am

Return Time 8:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 ÷ .58/2 = 73.66

Per Diem 5 day OS+LD IS = 567.00

Registration _____ PO# _____ = 776.15
 Hotel _____ PO# _____ = 1344.48
 Other _____ PO# Airfare = 462.60
 Other _____ PO# Luggage = - 0 -
 Other _____ PO# Luggage = - 0 -

Sub Total 3223.89

Budget MCLP 115.(5,10,20,30).423.2213.582.649 (100%) \$643.66

Check Total \$643.66

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____