

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 11/26/19



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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:**   11/19/19

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

**From:**   Maureen Stott  
**Title:**    Special Services Director

**Subject:** **Travel to 2020 National ESEA Conference, Atlanta, GA**

**Description:** Permission for Maureen Stott to travel out of state February 3,4,5,6 and 7, 2020 to attend 2020 National ESEA Conference, Atlanta, GA

**Financial Impact:** \$ 2,952.32

**Funding Source (Budget/grant, etc.):** 115-76-160-2213-582-360 = \$2,952.32

**Attachment(s):**   Agenda/Leave Report/Travel Request/Professional Development Form

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

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

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

BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name Maureen Stott  
Building Special Services

Employee #89437  
Substitute Name NA

**LEAVE REPORT**

Date of Leave 02/03, 04, 05, 06 & 07, 2020 Hours 40 Hours Type of Leave SR

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 2020 National ESEA Conference, Atlanta, GA (Attach Brochure/Agenda)

Location Atlanta, GA

Departure Date 02/03/20

Return Date 02/07/20

Departure Time 08:00 am

Return Time 11:30 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 254 @ \$0.58 = \$147.32

Per Diem 5 Days @ \$90.00 = \$495.00

Registration PO# \_\_\_\_\_ = \$ 600.00

Hotel PO# \_\_\_\_\_ = \$1,140.00

Other PO# Airfare \_\_\_\_\_ = \$ 490.00

Other PO# Luggage \_\_\_\_\_ = \$ 80.00

**MUST SUBMIT BAGGAGE RECEIPT TO A/P FOLLOWING TRIP** Sub Total \$2,952.32

Budget #115-76-160-2213-582-360 (100 %) \$642.32

**Check Total \$642.32**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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