

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/12/21



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: 10/5/21

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: IISM Board of Directors Meeting 2020-2021

Description: Request travel for Board of Trustees and Corrina Guardipee-Hall to attend the IISM Board of Directors Meeting in Lewstown, MT. 11/15/21 thru 11/16/21

Financial Impact: \$ 460.84 ea

Funding Source (Budget/grant, etc.): Superintendent Travel Budget

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

From: Corrina Guardipee-Hall corrinag@bps.k12.mt.us
Subject: Fwd: Executive Meeting Arrangements
Date: September 27, 2021 at 3:58 PM
To: Carlene Adamson carlenea@bps.k12.mt.us

CG

IISM board meeting please put in for travel.
Thanks,

Corrina L. Guardipee-Hall ED.S.
Browning Public Schools
Superintendent

'In the course of making decisions, ask yourself what is best for kids!'

----- Forwarded message -----

From: Lonnie Morin <lmorin@arleeschools.org>
Date: Mon, Sep 27, 2021 at 3:52 PM
Subject: Executive Meeting Arrangements
To: Brian Gallup <gallupbrian@yahoo.com>, Chad Johnson <chad.johnson@hardin.k12.mt.us>, Corinna Guardipee-Hall <corrinag@bps.k12.mt.us>, Dan Schmidt <dan.schmidt@poplarschools.com>, Mark Johnston <mark.johnston@ronank12.edu>, Voyd St. Pierre <voydsp@rockyboy.k12.mt.us>

Good Afternoon Board: The Executive meeting has been set for Tuesday, November 16, 2021, from 9:00 a.m. to 1:00 p.m. at the Yogo Inn in Lewistown. I currently have rooms reserved for each of you for Monday, November 15th. If you DO NOT need a room, please let me know and I will cancel your reservation.

Please confirm you can make the meeting.

Thank you!

—
Lonnie Morin
District Clerk/Business Manager
Arlee School District
72220 Fyant Street
Arlee, MT 59821
406-726-3216 ext. 5

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Corrina Guardipee-Hall
Building Browning Public Schools

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/15 & 11/16, 2021</u>	<u>16 Hour</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

- | | | |
|---|---|--------------------------------------|
| <u>AN</u> Annual | <u>PL</u> Personal Leave | <u>ALWO</u> Approved Leave W/O Pay |
| <u>SL</u> Sick Leave | <u>JD</u> Jury Duty (attach verification) | <u>ULWO</u> Unapproved Leave w/o Pay |
| <u>*EX/SR</u> Extra-Curricular/School Related | <u>NG</u> National Guard | <u>SWP</u> Suspended w/Pay |
| | <u>FN</u> Funeral _____ | <u>SWOP</u> 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 IISM Call to Conference (**Attach Brochure/Agenda**)

Location Lewistown, MT

Departure Date 11/15/21

Return Date 11/16/21

Departure Time 3:00 p.m.

Return Time 5:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 464 x .56 = \$259.84

Per Diem 1 Day @ \$36+\$15D = \$ 51.00

Registration PO# _____ = \$ 0.

Hotel PO# _____ = \$150.00

Other PO# _____ = \$ 0.

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

Sub Total \$460.84

Budget 126.90.160.2310.582 (75%) \$233.13
226.90.160.2310.582 (25%) \$ 77.71

Check Total \$310.84

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____