

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/13/22



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: 9/8/22

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Out of District Travel: Executive Leadership Academy 2022-2023

Description: Request travel for Corrina Guardipee-Hall, Toni Tatsey, Dennis Juneau to attend the Executive Leadership Academy in Helena, MT. September 22 - September 24, 2022. The training session will focus on the building relationships throughout the cohort and beginning to determine capstone team members.

Financial Impact: \$543.48 per person

Funding Source (Budget/grant, etc.): 115.90.787.2213.582.634 ESSER III Learning Loss

Attachment(s): Travel Request/Agenda

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

September 8, 2022

September 22-24 is our next scheduled in-person session before going virtual until February 2023. This is an important session for the building of relationships throughout the cohort and beginning to determine capstone team members. Plan now for this incredible leadership learning opportunity. We will be meeting in Helena.

Thursday, September 22, 2022

5:00 p.m.	Welcome & Introductions	Dr. Murgel
5:15 p.m.	Elder Comments	Rick Wolfname, N. Cheyenne
5:45 p.m. – 6:30 p.m.	Dinner	
6:30 – 8:00 p.m.	Instruction	Melissa Emler
8:00 – 8:15	Break	
8:15 – 8:45	Instruction	
8:45 p.m.	Wrap-Up	Julie Murgel

Friday, September 23, 2022

8:00 a.m.	Reflection & Housekeeping	Dr. Murgel
8:30 a.m.	Instruction	Melissa Emler
10:15 a.m.	Break	
10:30 – 11:45 a.m.	Instruction	
11:45 – 12:30	Business Leader	
12:30 – 1:15 p.m.	Lunch	
1:15 – 2:30	Instruction	
2:30 p.m.	Break	
2:45 – 3:45	Instruction	
3:45 p.m.	Wrap-up	Dr. Murgel

Saturday, September 24, 2022

8:00 a.m.	Reflection and Learning Plan for the Day	Dr. Murgel
8:30 a.m.	The Capstone Overview & Capstone Priorities	
10:30 a.m.	Wrap-up	

Helena lodging with a special rate is available at:

The Home2Suites 406-502-2222 (3 rooms left)

The Ramada Inn 406-442-1770.

Please identify that you are part of the Executive Leadership Academy to get the \$103+tax rate per night. The block is reserved until September 12, 2022, so be sure to get your lodging ASAP.

We will be meeting at the MTSBA offices – downstairs west end.

Questions should be directed to: [Julie Murgel](#) or [Sharyl Allen](#) at the OPI.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>September 22, 2022</u>	<u>4 Hrs</u>	<u>School Related</u>
<u>September 23, 2022</u>	<u>8 Hrs</u>	<u>School Related</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 Executive Leadership Academy (Attach Brochure/Agenda)

Location Helena Mt.

Departure Date September 22, 2022

Return Date September 24, 2022

Departure Time 1:00 p.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 344 x .625=\$ 215.00

Per Diem 2 days at \$51.00 = \$ 102.00

☐ Registration PO No Charge=\$ 0.00

☒ Hotel PO# 49222=\$226.48

☐ Other PO# = \$ 0.00

☐ Other PO# = \$ 0.00

Sub Total \$543.48

Budget 115.90.787.2213.582.634 (%) \$317.00
(%) _____

Check Total \$317.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____