

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held:  
4/24/19



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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:**    4/2/19

**To:**        **Board of Trustees**  
                    Superintendent

**From:**    Corrina Guardipee-Hall  
**Title:**     Superintendent

**Subject:** **In State Travel: U of M Western's Graduation**

**Description:** Request travel to attend the University of Montana Western's Graduation as a guest and representative from BPS on May 11<sup>th</sup> in Dillon, MT.

**Financial Impact:** \$519.72 (to be reimbursed to BPS)

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):** Travel Request/Invitation from UofM Western.

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

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

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

From: **Vikki Howard** <[Vikki.Howard@umwestern.edu](mailto:Vikki.Howard@umwestern.edu)>  
Date: Sat, Apr 13, 2019 at 2:01 PM  
Subject: Graduation  
To: Corrina Guardipee-Hall <[corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us)>  
CC: Roxanne Engellant <[Roxanne.Engellant@umwestern.edu](mailto:Roxanne.Engellant@umwestern.edu)>

Hi Superintendent Guardipee-Hall,

It was so nice to visit with you last week. I just want to reissue my invitation to you to attend UM Western's graduation on Saturday May 11th. It will be especially important to you to be there to represent the three essential elements of our partnership that contributed to the very large number of candidates from Browning Public Schools who will receive their Bachelor's Degrees this year. Your collaboration with BCC and UMW has been key to our students' success. I hope you will also be able to attend the breakfast being hosted for VIPs by UM Western's chancellor, Dr. Beth Weatherby.

As mentioned, please keep your receipts and I will reimburse your travel through the Tara VanDerveer Indigenous Education Fund.

I look forward to seeing you in Dillon.

Respectfully,  
Vikki

Vikki F. Howard, PhD  
Professor of Special Education  
University of Montana Western

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

**Employee Name** Corrina Guardipee-Hall  
**Building** Administration

**Employee #**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/11/19</u>	<u>5.</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**

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** U. Of M Western's Graduation **(Attach Brochure/Agenda)**

**Location** Dillon, MT

**Departure Date** 5/10/19

**Return Date** 5/11/19

**Departure Time** 12:00 p.m..

**Return Time** 8:00 p.m.

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

<b>Mileage</b> <u>584 x .58.</u>	= \$ <u>338.72</u>
<b>Per Diem</b> <u>1 Day @ \$36 + \$15S</u>	= \$ <u>51.00</u>
<input type="checkbox"/> <b>Registration PO#</b> _____	= \$ <u>0.00</u>
<input checked="" type="checkbox"/> <b>Hotel PO#</b> _____	= \$ <u>130.00</u>
<input type="checkbox"/> <b>Other PO#</b> <u>Airfare</u>	= \$ <u>0.00</u>
<input type="checkbox"/> <b>Other PO#</b> <u>Luggage</u>	= \$ <u>0.00</u>

**To be reimbursed: shuttle/taxi/parking**

**Sub Total** \$ 519.72

**Budget** 126/226.90.160.2320.582 (75/250 %) \$292.29/97.43

**Check Total** \$ 389.72

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

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

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