

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



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**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

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**Date:**   4/13/24

**To:**   Board of Trustees  
          Superintendent

**From:**   Corrina Guardipee-Hall  
**Title:**   Director of Maintenance/Facilities

**Subject:** **IISM Meeting 2023-2024**

**Description:** School board members and Rebecca Rappold travel to attend the IISM Meeting in Fairmont Hot Springs, Montana 6/6/24 - 6/7/24.

**Financial Impact:** \$669.02

**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/Conference Agenda

**Superintendent Action:**    Approved    Denied    Deferred   Initial & date: \_\_\_\_\_

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

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

From: **Lonnie Morin** <[lmorin@arleeschools.org](mailto:lmorin@arleeschools.org)>  
Date: Wed, Mar 27, 2024 at 2:22 PM  
Subject: June Board meeting and Board seats open  
To: Mark Johnston <[mark.johnston@ronank12.edu](mailto:mark.johnston@ronank12.edu)>, Corinna Guardipee-Hall <[corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us)>, Dawn Bishop-Moore <[bishopmooredawn@gmail.com](mailto:bishopmooredawn@gmail.com)>, Brian Gallup <[gallupbrian@yahoo.com](mailto:gallupbrian@yahoo.com)>, Kim Knobloch <[kimmiegolfen@gmail.com](mailto:kimmiegolfen@gmail.com)>, Dan Schmidt <[Dan.Schmidt@poplarschools.com](mailto:Dan.Schmidt@poplarschools.com)>, Mike Perry <[mperry@arleeschools.org](mailto:mperry@arleeschools.org)>, Voyd St. Pierre <[voydsp@rockyboy.k12.mt.us](mailto:voydsp@rockyboy.k12.mt.us)>

Board: Accommodations at Fairmont have been set for arrival on Thursday, June 6th (dinner that evening) and Board meeting in their Boardroom Suite on Friday, June 7th, from 9:00 to 12:00. There are 8 rooms in the block under I.I.S.M, with a release date of noon on Monday, May 6, 2024. Rates are 259 plus fees for a single or double, 274 plus fees for a triple and 289 plus fees for a quad. Phone number for reservations: **406-797-3241. Please send agenda items for this meeting.**

It was mentioned by Corrina that a good time to hold our membership meeting would be MCEL. **If everyone agrees, I will contact MTSBA and their convention hotel to set that up.** They have not posted where MCEL is next year.

There will be four positions open on the Board:

Corrina Guardipee (1-year position)  
Dan Schmidt (3-year position)  
Dawn Bishop-Moore (3-year position)  
Kim Knobloch (3-year position)

Let me know if you have any questions!

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**Lonnie Morin**  
Executive Director IISM  
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 Sample Request  
Building Administration

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/6/24-6/7/24</u>	<u>16 hrs</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 IISM Meeting **(Attach Brochure/Agenda)**

Location Fairmont Hot Springs, MT

Departure Date 6/6/24

Return Date 6/7/24

Departure Time 1:00 p.m.

Return Time 5:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 506 x .67 = \$339.03  
Per Diem 1 day @ \$51 + \$20D = \$ 71.00

Registration PO# \_\_\_\_\_ = \$ 0  
 Hotel PO# \_\_\_\_\_ = \$ 259.00  
 Other PO# Airfare \_\_\_\_\_ = \$ 0  
 Other PO# Luggage \_\_\_\_\_ = \$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage      **Sub Total \$669.02**

Budget 126.90.160.2320.582 (75 %) \$501.77  
226.90.160.2320.582 (25 %) \$167.25

**Check Total \$410.02**

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

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

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