

**Browning Public Schools
Board Agenda Request
Meeting To Be Held: 8/14/18**



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: 8/6/18

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Instate Travel - MCEL

Description: Request approval for Corrina Guardipee-Hall, Everett Holm and Board of Trustees to attend the Montana Conference of Education Leadership Conference (MCEL) in Missoula, Mt. October 17, 18 & 19, 2017

Financial Impact: \$860.36 ea

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

Attachment(s): Leave-Travel Request/Conference Agenda

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

Comments: _____

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



Missoula, Montana | October 17-19, 2018

Wednesday, October 17, 2018

12:00-5:00 PM Registration – Hilton Garden Inn

1:00-5:00 PM Virtual Learning Experience (Six 30-minute sessions)

- School Law

3:00-5:00 PM WCRRP Board Meeting

Thursday, October 18, 2018

7:30 AM - 5:00 PM Registration – Hilton Garden Inn

8:00 - 9:00 AM Presentation of Flag & Awards Ceremony

9:00 - 10:00 AM General Session

10-10:40 AM - Coffee and Pastry Break

10:40-11:30 AM - Clinic Sessions I

11:30-1:00 PM - Lunch on your own

1:00 - 1:50 PM- Clinic Sessions II

2:00 - 2:50 PM - Clinic Sessions III

3:00 - 3:50 PM - Clinic Sessions IV

4:00 - 5:00 PM - MTSBA Regional Trustee Meetings

4:30-6:30 PM - SAM Business Meeting, MASBO Board Meeting

5:00 - 6:00 PM - MTSBA Joint Caucus Meeting

5:30 - 6:30 PM - Indian School Board Caucus Board Meeting

7:00 - 9:30 PM MREA & MCS Reception – Everyone Welcome

Friday, October 19, 2018

7:30 - 11:00 AM Registration – Hilton Garden Inn

7:30 - 8:30 AM - MTSUIP/WCRRP Membership Meeting and Breakfast

8:30 - 10:30 - AM MTSBA Annual Business Meeting - Trustees

8:30 - 10:30 AM - SAM Annual Business Meeting

8:30 - 9:20 AM - MASBO Membership Meeting

8:30 - 9:20 AM - Clinic Sessions V

9:30 - 10:20 AM - Clinic Sessions VI

10:30 - 11:00 AM - MTSBA Board Meeting - Trustees

10:30 - 11:20 AM - Clinic Sessions VII

11:30 - 12:20 PM - Clinic Sessions VIII

12:30 - 1:20 PM - Clinic Sessions IX

Schedule subject to change

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BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request

Employee # 10446

Building _____

Substitute Name _____

LEAVE REPORT

Date of Leave

10/16 - 10/19, 2018

Hours

32

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

SL Sick Leave

*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract) Relationship

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

*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 Name/Meeting/Activity 2018-2019 MCEL Conference

Location Missoula, MT (Attach documentation for Hotel, Airlines & Conference Agenda)

Departure Date 10/17/18

Return Date 10/19/16

Departure Time 2:00 pm

Return Time 8 pm

Transportation: ☐ District Vehicle

Per Diem 2 dys @ \$35+\$15S = 85.00

☒ Personal Vehicle

Mileage 408 @ .545 = 222.36

Attachments: ☐ Professional Development Form

☒ Hotel Confirmation Purchase Order # =278.00

☐ Airline Itinerary Purchase Order # =

☒ Conference Schedule/Registration..... Purchase Order # _____ =275.00

SUBTOTAL \$860.36

BUDGET 126.90.160.2310.582.8 (75%) \$230.52

CHECK TOTAL \$307.36

226.90.160.2310.582.8 (25%) \$ 76.84

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____