

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/19/22



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: 4/8/22

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: OPI 2022 annual Special Education Joint Partnership Meeting

Description: Request in state travel for Corrina Guardipee-Hall and Maureen Stott to attend the annual Joint Stakeholder Meeting, Tuesday, May 10, 2022 in Helena, MT. This meeting is to gather stakeholder partners from across the state to network, collaborate, communicate, and discuss issues and opportunities regarding special education and other critical services for Montana infants, toddlers, and children with disabilities.

Financial Impact: \$1,218.48

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

Attachment(s): Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Save the Date

You are invited to attend the

2022 Annual Special Education Joint Partnership Meeting

- ✓ Discuss Priorities and Areas of Need
 - ✓ Network and Strengthen Partnerships
-

DELTA Hotel ~ Helena, MT

Tuesday, May 10, 2022

8:30 am – 3:30 pm MDT

To register, please [click here!](#)

CSPD State Council Meeting

May 11, 2022 @ 8:30 am-1:00 pm

SPED Advisory Panel Meeting

May 11, 2022 @ 8:30 am-12:00 pm

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

Employee Name Sample Leave Request
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>May 9, 10, 11, 2022</u>	<u>24 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 Special Education Joint Partnership Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 5/9/22

Return Date 5/11/22

Departure Time 3:00 p.m.

Return Time 4:00 p.m.

Transportation: Personal Vehicle Mileage 254 x .56. = \$ 142.24
 District Vehicle Per Diem 2 days @\$36+\$15 Supper = \$ 87.00
 Professional Development

Registration PO# _____ = \$ 0.00
 Hotel PO# _____ = \$ 380.00
 Other PO# Airfare _____ = \$ 0.00
 Other PO# Luggage _____ = \$ 0.00

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$609.24

Budget 126.90.160.582 (75/25 %) \$171.93
226.90.160.582 (75/25 %) \$57.31

Check Total \$229.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____