

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 13, 2022



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: 8/31/22

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: IISM Board of Directors Meeting 2022-2023

Description: Request in state travel to attend the IISM Board of Directors Meeting in Billings, MT on November 8, 2022.

Financial Impact: \$ 806.30

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

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

From: Corrina Guardipee-Hall

Wed, Aug 24, 4:38 PM

----- Forwarded message -----

From: **Lonnie Morin** <lmorin@arleeschools.org>

Date: Wed, Aug 24, 2022 at 3:23 PM

Subject: A few things

To: Mark Johnston <mark.johnston@ronank12.edu>, Corinna Guardipee-Hall <corrinag@bps.k12.mt.us>, Dawn Bishop-Moore <bishopmooredawn@gmail.com>, Brian Gallup <gallupbrian@yahoo.com>, Dan Schmidt <dan.schmidt@poplarschools.com>, Chad Johnson <chad.johnson@hardin.k12.mt.us>, Voyd St. Pierre <voydsp@rockyboy.k12.mt.us>, Kim Knobloch <kimmiegolfen@gmail.com>

Good afternoon all: I have set up our Board meeting for November 7th at the Big Horn Resort in Billings. We can meet at 12:00 for lunch and begin our meeting from 1:00 till 4:00.

There is a room block under IISM for the 6th and the 7th at a rate of \$96.00/night.

Big Horn Resort: 406-839-9300

Please let me know if the evening of the 7th it is still the plan for dinner and I will make reservations accordingly.

Also attached are the minutes from the Board and summer membership meetings.

See you in D.C. in September!

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Lonnie Morin

Executive Director IISM

District Clerk/Business Manager

Arlee School District

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/6/22 - 11/7/22</u>	<u>40 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 Billings, MT

Departure Date 11/6/22

Return Date 11/8/22

Departure Time 1:00 p.m.

Return Time 2:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 692 x .625 = \$ 432.50

Per Diem 2 days = \$ 51.00

☒ Registration PO# _____ = \$ 0

☒ Hotel PO# _____ = \$ 322.80

☐ Other PO# Airfare = \$ 0

☐ Other PO# Luggage = \$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$ 806.30

Budget 126.90.160.2320.582 (75 %) \$362.63

226.90.160.2320.582 (25 %) \$120.87

Check Total \$483.50

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site