

Browning Public Schools
Board Agenda Request
Meeting to Be Held: October 10, 2023



-
- 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: October 5, 2023

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel: MCEL Conference 2023-2024**

Description: Request travel to attend the Montana Conference of Education Leadership Conference (MCEL) in Billings, October 17-20, 2023.

Financial Impact: \$1,275.26

Funding Source (Budget/grant, etc.): 126.20.120.2410.582

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: _____



Join us October 18, 19, 20, 2023 at the Billings Doubletree!

MCEL 2023 Schedule at a Glance

Wednesday, October 18, 2023 - PreConference

10:00 am - Noon – MTSBA Board Meeting at DoubleTree
Noon - 5:00 pm – Registration - Billings DoubleTree by Hilton
12:30 – 2:30 pm – MCEL Partners Session at DoubleTree
2:45 – 4:45 pm – MTSBA Legal Staff Session at DoubleTree
4:00 – 6:00 pm – MASBO Board Meeting at DoubleTree
5:00 – 6:30 pm – MQEC Board Meeting at DoubleTree

Thursday, October 19, 2023

8:00 am – 3:00 pm – Registration - DoubleTree
8:15 – 11:30 am – Welcome – Awards, Opening Keynote/Legislative Leaders Panel at Alberta Bair Theatre
11:30 am – 1:00 pm – Lunch on your own
1:00 – 1:50 pm – Clinic Session I - four concurrent breakout sessions at DoubleTree
2:00 – 2:45 pm – Clinic Session II - four concurrent breakout sessions at DoubleTree
3:00 – 3:50 pm – Clinic Session III - four concurrent breakout sessions at DoubleTree
4:00 – 4:50 pm – Clinic Session IV - four concurrent breakout sessions at DoubleTree
5:00 – 6:00 pm – ISBC Meeting at DoubleTree
5:00 – 7:30 pm – SAM Board Meeting/Dinner at DoubleTree
6:00 – 8:00 pm – Joint MREA & MCS Reception - Everyone welcome - at DoubleTree

Friday, October 20, 2023

7:00 – 8:00 am – MSGIA/MTSUIP Membership Meeting and Breakfast at DoubleTree
8:00 – 9:00 am – MASBO, SAM Membership Meetings, MTSBA Delegate Assembly at DoubleTree
9:10 – 10:00 am – Clinic Session IV- four concurrent breakout sessions at DoubleTree
10:10 – 11:00 am – Combined Panel Discussion at DoubleTree
11:10 am – Noon – Combined Panel Discussion at DoubleTree
12:10 – 1:00 pm – CLOSING KEYNOTE at DoubleTree

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>10/17, 2023</u>	<u>4</u>	<u>SR</u>
<u>10/18-20, 2023</u>	<u>24</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 MCEL Conference (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 10/17/23

Return Date 10/20/23

Departure Time 1:00 p.m.

Return Time 09:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 692 @ .655 = \$ 453.26
 Per Diem 2 days \$55 + \$20S = \$ 122.00

Registration PO# _____ = \$ 350.00
 Hotel PO# _____ = \$ 222.42
 Other PO# _____ = \$ _____
 Other PO# _____ = \$ _____

Sub Total \$1,275.26

Budget 126.20.120.2410.582 (75 %) 431.45

Budget 226.20.120.2410.582 (25 %) 143.81

Check Total \$ 575.26

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____