

Browning Public Schools
Board Agenda Request
Meeting to Be Held: October 8, 2019



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: October 2, 2019

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

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: **Travel for MCEL.**

Description: I am requesting travel for myself and Tonia Tatsey to attend the Montana Conference of Education Leadership (MCEL) in Billings, Montana on October 16-18, 2019.

Financial Impact: \$585.68

Funding Source (Budget/grant, etc.): 126.10.120.2410.582

Attachment(s): Travel Request/Conference Agenda

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

Comments: _____

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



Montana Conference of Education Leadership

Billings, Montana | October 16-18, 2019

[Click here to download the most updated](#)

[PDF of the Schedule at a Glance](#)

Wednesday, October 16, 2019

12:00-5:00 PM Registration – DoubleTree, third floor

1:00-3:00 PM Virtual Learning Experience - MCEL
Partners

3:00-5:00 PM Virtual Learning Experience - School Law

3:00-5:00 PM MSGIA Board Meeting

5:30-7:30 PM MASBO Board Meeting

Thursday, October 17, 2019

7:30 AM - 5:00 PM Registration –DoubleTree, third floor

7:45 - 9:15 AM Presentation of Flag & Awards Ceremony

9:15 - 10:30 AM General Session

10:30-10:45 AM - Coffee and Pastry Break

10:45-11:35 AM - Clinic Sessions I - DoubleTree &
Northern

11:35-1:00 PM - Lunch on your own

1:00 - 1:50 PM- Clinic Sessions II - DoubleTree &
Northern

2:00 - 2:50 PM - Clinic Sessions III - DoubleTree &
Northern

3:00 - 3:50 PM - Clinic Sessions IV - DoubleTree &
Northern

4:30 - 6:30 PM - SAM Board Meeting

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

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

6:00 - 8:00 PM MREA - MCS - MSU - UM Reception –
Everyone Welcome

Friday, October 18, 2019

7:30 - 8:15 AM - MSGIA/MTSUIP Membership Meeting
and Breakfast

8:30 - 11:30 AM - MTSBA Delegate Assembly - 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 - DoubleTree &
Northern

9:35 - 10:25 AM - Clinic Sessions VI - DoubleTree &
Northern

10:40 - 11:30 AM - Clinic Sessions VII - DoubleTree &
Northern

11:45 AM - 12:35 PM - Clinic Sessions VIII- DoubleTree &
Northern

Schedule subject to change

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request
Building _____

Employee #11492
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/16/2019 - 10/18/2019</u>	<u>20</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 Montana Conference of Education Leadership (Attach Brochure/Agenda)

Location Billings, Montana

Departure Date 10/16/2019

Return Date 10/18/2019

Departure Time 4:00 pm

Return Time 6:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☒ Professional Development

Mileage 692 @ .58 ÷ 2 = \$ 200.68

Per Diem 2 @ \$35 +D15 = \$ 85.00

☒ Registration PO# _____ = \$ 300.00

☒ Hotel PO# _____ = \$ 0.00

☐ Other PO# _____ = \$ 0.00

☐ Other PO# _____ = \$ 0.00

Sub Total \$585.68

Budget 126.10.120.2410.582. (100 %) \$285.68

Supt Budget 126/226.90.160.2320.582 (75/25%) \$285.68

Check Total 285.68

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____