

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 7/11/17



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- 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:**   6/29/17

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

**From:**   Corrina Guardipee-Hall  
**Title:**    Superintendent

**Subject:**   **In State Travel: Montana Quality Education Coalition**

**Description:**   I am requesting to attend the MQEC monthly scheduled meetings held in Helena the third Monday of each month. Browning Schools is a member of MQEC and has approved the membership of \$2,500.00 for the 2017-2018 school year.

**Financial Impact:**   **Approximate travel costs when mileage is considered \$234.04 per meeting**

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

**Attachment(s):**   Travel Request/MQEC Monthly Schedule

**Approval:**   Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:**   \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

# 2017 Meeting Schedule



- Tuesday, January 24, 2017 - MEA-MFT conference room, 2:00 p.m., Helena, MT
- Tuesday, February 14, 2017 - SAM conference room, 2:00 p.m., Helena, MT (\*Monday, February 13 is a K-12 Vision Group meeting and MT-PEC Caucus Day on the Hill)
- Tuesday, March 14, 2017 – Great Northern Hotel, room TBA, 12:00 or following adjournment of the Spring Superintendent’s Conference, Helena, MT (\*Monday, March 13, 2017 is the Day of Advocacy on the Hill)
- Tuesday, April 18, 2017 – MTSBA 4<sup>th</sup> floor conference room, 2:00 p.m., Helena, MT
- Monday, May 15, 2017 – MEA-MFT conference room, 9:30 a.m., Helena, MT
- Monday, June 19, 2017 – MTSBA 4<sup>th</sup> floor conference room, 9:30 a.m., Helena, MT
- Monday, July 17, 2017 – MEA-MFT conference room, 9:30 a.m., Helena, MT
- Monday, August 21, 2017 – SAM conference room, 9:30 a.m., Helena, MT
- Tuesday, September 19, 2017 – Location TBA, 12:00 or immediately following adjournment of the Fall Superintendent’s Conference, Bozeman, MT
- Wednesday, October 18, 2017 – Location TBA, 5:00 p.m., Billings, MT (MCEL)
- Monday, November 13, 2017 - MTSBA 4<sup>th</sup> floor conference room, 9:30 a.m., Helena, MT
- Monday, December 18, 2017 – SAM conference room, 9:30 a.m., Helena, MT

## Meeting Locations:

**MEA-MFT:** 1232 East 6<sup>th</sup> Avenue (Lower Floor Conference Room), Helena, MT 59601

**MTSBA:** 863 Great Northern Blvd (4<sup>th</sup> Floor Conference Room) Helena, MT 59601

**SAM:** 900 North Montana Ave, Suite A-4, Helena, MT 59601

## Conference Call Information:

Dial Toll Free: 866-906-7447

Enter Participant Code: 1353861

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**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>3<sup>rd</sup> Monday each month</u>	<u>10</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 MQEC **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Departure Time 3:00 pm

Return Time 6:00 pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 344 @ .535 = \$ 184.04

Per Diem 1 day @ \$35.00 + \$15S = \$ 50.00

Registration PO# \_\_\_\_\_ = \$ - 0 -  
 Hotel PO# \_\_\_\_\_ = \$ 172.00  
 Other PO# \_\_\_\_\_ = \$ - 0 -.00  
 Other PO# \_\_\_\_\_ Luggage = \$ - 0 -.00

**Sub Total \$407.76**

Budget 126.90.160.2320.582 (75%) \$ 175.53  
226.90.160.2320.582 (25%) \$ 58.51

**Check Total \$234.04**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_