

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/8/21



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: 6/1/21

To: **Corrina Guardipee-Hall ED.S.**
 Superintendent

From: Everett Holm
Title: Technology Director

Subject: In State Travel: SAM Board of Director Meeting 2020-2021

Description: Request in state travel to attend the SAM Board of Directors Meeting in Helena, MT June 9, 2021 - June 11, 2021.

Financial Impact: \$866.02

Funding Source (Budget/grant, etc.): 126/226-78-162-2220-582

Attachment(s): Travel Request/

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

Comments: _____

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



Everett Holm <everett@bps.k12.mt.us>

SAM Board Meeting June 10, 2021 Attendance Check and RSVP

1 message

Kirk Miller <saom@memberclicks-mail.net>
Reply-To: samkm@sammt.org
To: everett@bps.k12.mt.us

Mon, May 17, 2021 at 11:10 AM

Dear 2020-21 and Incoming SAM Board Members,

Plans are being made for the SAM Week of Excellence to be held both in-person and virtually. To help us better plan the space required for the SAM Board Meetings and Evening of Excellence on June 10th, please click on the link to complete the following form by **Friday, May 21st** to indicate your method of attending: [SAM Board June 10th Attendance Check Form](#).

Thursday, June 10th Schedule of Events

- 8:00am-9:00am – SAM Investment/Finance Committee Meeting (**Current SAM Executive Board: SAM Board Officers and Affiliate Presidents**)
- 9:00am-10:00am – SAM New Board Members Orientation (**Current SAM Executive Board and Incoming SAM Board Members**)
- 10:00am-2:00pm – SAM Board of Directors Meeting (**All Current and Incoming SAM Board Members**)
- 6:00pm-9:00pm – SAM Evening of Excellence (**All Current and Incoming SAM Board Members are invited to attend**)

For those of you participating in SAM Delegate Assembly, Caucuses are scheduled for June 10th from 2:00pm - 4:00pm with the full Delegate Assembly meeting on June 11th from 8:00am - Noon. RSVP for Delegate Assembly will be coming soon.

All events on June 10th and 11th will be held at the Delta Colonial by Marriott in Helena* or via Zoom.

*We will be following current [CDC guidelines for operating events and gatherings](#) to maintain healthy environments for those attending in person. Please consider these guidelines and take personal responsibility for keeping yourself and others safe and healthy.

Kirk

Kirk Miller

Executive Director
School Administrators of Montana
900 N. Montana Avenue, Suite A-4
Helena, MT 59601
406-442-2510
406-442-2518 Fax
<http://www.sammt.org>



BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Everett Holm
Building Technology

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/10-11/2021</u>	<u>16</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/SRExtra-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 SAM meeting & Delegate Assembly in Helena MT Attach Brochure/Agenda
Location Helena, MT

Departure Date 6/9/21

Return Date 6/11/21

Departure Time 5:00 p.m.

Return Time 5:00 p.m.

Transportation: ☐ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 374 @.56 = \$209.44

Per Diem 2@\$36 = \$ 72.00

Registration PO# _____ = 0.00

Hotel PO# _____ = 584.58

Other PO# _____ = 0.00

Sub Total \$866.02

Budget 126.78.162.2220.0582 (75%) \$211.08
226.78.162.2220.0582 (25%) \$ 70.36

Check Total \$ 281.44

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____