

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/9/24



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 4/3/24

To: Board of Trustees
 Superintendent

From: Corrina Guardipee-Hall
Title: Director of Maintenance/Facilities

Subject: **IISM Meeting 2023-2024**

Description: Request travel to attend the IISM Meeting in Fairmont Hot Springs, Montana 6/6/24 - 6/7/24.

Financial Impact: \$669.02

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable

Attachment(s): Travel Request/Conference Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

From: **Lonnie Morin** <lmorin@arleeschools.org>
Date: Wed, Mar 27, 2024 at 2:22 PM
Subject: June Board meeting and Board seats open
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>, Kim Knobloch <kimmiegolfen@gmail.com>, Dan Schmidt <Dan.Schmidt@poplarschools.com>, Mike Perry <mperry@arleeschools.org>, Voyd St. Pierre <voydsp@rockyboy.k12.mt.us>

Board: Accommodations at Fairmont have been set for arrival on Thursday, June 6th (dinner that evening) and Board meeting in their Boardroom Suite on Friday, June 7th, from 9:00 to 12:00. There are 8 rooms in the block under I.I.S.M, with a release date of noon on Monday, May 6, 2024. Rates are 259 plus fees for a single or double, 274 plus fees for a triple and 289 plus fees for a quad. Phone number for reservations: **406-797-3241. Please send agenda items for this meeting.**

It was mentioned by Corrina that a good time to hold our membership meeting would be MCEL. **If everyone agrees, I will contact MTSBA and their convention hotel to set that up.** They have not posted where MCEL is next year.

There will be four positions open on the Board:

Corrina Guardipee (1-year position)
Dan Schmidt (3-year position)
Dawn Bishop-Moore (3-year position)
Kim Knobloch (3-year position)

Let me know if you have any questions!

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Lonnie Morin
Executive Director IISM
District Clerk/Business Manager
Arlee School District
72220 Fyant Street
Arlee, MT 59821
406-726-3216 ext. 5

**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>6/6/24-6/7/24</u>	<u>16 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 Fairmont Hot Springs, MT

Departure Date 6/6/24

Return Date 6/7/24

Departure Time 1:00 p.m.

Return Time 5:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 506 x .67 = \$339.03
Per Diem 1 day @ \$51 + \$20D = \$ 71.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 259.00
 Other PO# Airfare _____ = \$ 0
 Other PO# Luggage _____ = \$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$669.02

Budget 126.90.160.2320.582 (75 %) \$501.77
226.90.160.2320.582 (25 %) \$167.25

Check Total \$410.02

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____