

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 05/10/22



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: 05/03/22

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: Montana Grow Your Own Recognition 2021-2022

Description: Request travel to attend the Montana Grow Your Own Recognition 2021-2022 Conference, in Havre, MT, May 16, 2022. Recognize students of BCC, MSU Northern, Stone Child College Grown Your Own Educator Program.

Financial Impact: \$ 361.20

Funding Source (Budget/grant, etc.): 126/226.90.160.2320.582

Attachment(s): Agenda/Leave Request

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

Comments: _____

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

Montana **GROW YOUR OWN**

EDUCATOR RECOGNITION EVENT

The event will recognize the inaugural cohort students of the Blackfeet Community College, Montana State University-Northern "Teachers of Promise Pathway" and Stone Child College Grow Your Own Educator programs.

**MSU-NORTHERN
STUDENT UNION**

**MAY 16, 2022
5:30-7:00PM**



BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

Date of Leave _____ Hours _____ Type of Leave _____
May 16, 17, 2022 8 Hours SR

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 Grow Your Own (Attach Brochure/Agenda)

Location Havre, MT

Departure Date 05/16/22

Return Date 05/17/22

Departure Time 2:30 pm

Return Time 11:30 am

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 320 x .585 = \$187.20

Per Diem 1D @ \$15 + 1B @ \$9 = \$ 24.00

☐ Registration PO# _____ = \$ 0

☒ Hotel PO# _____ = \$150.00

☐ Other PO# Airfare _____ = \$ 0

☐ Other PO# Luggage _____ = \$ 0

Sub Total \$361.20

Budget 126.90.160.2320.582 (75 %) \$158.40
226.90.160.2320.582 (25 %) \$ 52.80

Check Total \$211.20

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____