

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: March 30, 2022



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**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

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**Date:**      March 16, 2022

**To:**        Board of Trustees  
              Browning Schools

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

**Subject: In State Travel: State Gear-Up Spring Planning Meeting 2021-2022**

**Justification:** I am requesting travel for William Huesbch and Jennifer LaFromboise to attend the State Gear-UP Spring Planning meeting in Helena, MT April 4-5, 2022, with travel on April 3. Browning Schools, as a State GEAR UP School, is required to send a GEAR UP Team to the Spring Planning with an Administrator as one of the required members of the team.

**Financial Impact. \$304.33** (A portion of the travel costs will be covered by GEAR UP with final costs reimbursed at State rate).

**Funding Source (Budget/grant, etc.):** Gear Up 115.50.471.2213.582.698

**Attachment(s):** Travel Request/Conference Agenda

**Superintendent Action:**   ☐ Approved   ☐ Denied   ☐ Deferred      Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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

**GEAR UP Spring Planning Meeting  
Travel Cost Documentation  
4/3-5/2022**

MTGU will only reimburse meals at the following rates for in-state travel:

Breakfast - \$7.50, Lunch - \$8.50, Dinner - \$14.50 (Full Day - \$30.50)

District in-state per diem rates are as follows:

Breakfast - \$8, Lunch - \$12, Dinner - \$15 (Full Day - \$35)

For this trip the total per diem costs are split as follows (The respective building picks up the difference between what MTGU will cover and what the District pays for per diem):

	<u>MTGU Cost</u>	<u>School Cost</u>	<u>Total</u>
Meals:			
Day 1	\$14.50 <sup>1</sup>	\$0.50	\$15.00
Day 2	\$22.00	\$1.00	\$23.00
Day 3	\$16.00	\$4.00	\$20.00
<b>Total</b>	<b>\$52.50</b>	<b>\$5.50</b>	<b>\$58.00</b>

<sup>1</sup>Travelers will be eligible for dinner on Day 1; breakfast and dinner on Day 2; and breakfast and lunch on Day 3.

# GEAR UP

## SPRING IMPLEMENTATION PLANNING MEETING Monday, April 4<sup>th</sup> and Tuesday, April 5<sup>th</sup> Helena, MT

### Monday, April 4<sup>th</sup>

8:00-8:30	Registration	
8:30-8:40	Welcome and Introductions	Travis Anderson
8:40-9:40	School Mission Statements	Grant Manager
9:40-9:55	Break	
9:55-10:30	Data and Evaluation Report	Evaluation Team
10:30-11:30	School Data Review & Discussion	Continuing Schools & State Team
11:30-12:00	Share Out Time	Continuing Schools & State Team
12:00-1:00	Lunch and Keynote	TBA
1:00--2:45	School Team Planning Time: Goal 3 Services	
2:45-3:00	Break	
3:00-4:45	School Team Planning Time: Goal 2 Services	
4:45-5:00	Debrief & Sharing Time	

### Tuesday, April 5<sup>th</sup>

8:00-8:30	Updates	Travis Anderson
8:30-9:00	New "GEARS"	New Evaluators
9:00-9:30	ACT Tessera and Non-Cognitive Services	Stephanie Lewis, ACT
9:30-9:45	Break	
9:45-11:30	School Team Planning Time: Goal 1 Services	
11:45-12:00	Wrap Up and Adjournment/State Team Q&A	

**BROWNING PUBLIC SCHOOLS**

**Leave Report/Travel Request**

Employee Name William Huesbch

Employee # \_\_\_\_\_

Building Middle School

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

Date of Leave

4/3/22 - 4/5/22

Hours

18 hrs

Type of Leave

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

SL Sick Leave

\*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral \_\_\_\_\_

**(Master Contract Relationship)**

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

**\*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 Gear Up Spring Planning Meting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/3/22

Return Date 4/5/22

Departure Time 2:00 p.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle

Mileage 344 x .56 = \$ 64.21

☐ District Vehicle

Per Diem 2 dys @ \$30.50 = \$ 52.50

☐ Professional Development

☐ Registration PO# \_\_\_\_\_ = \$ 0.00

☐ Hotel PO# \_\_\_\_\_ = \$ 0.00

☐ Other PO# Airfare = \$ 0.00

☐ Other PO# Luggage = \$ 0.00

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

**Sub Total \$116.71**

Budget 115.50.471.2213.582.698 (100 %) \$116.71

( \_\_\_\_\_ %)

**Check Total \$116.71**

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

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

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

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

**BROWNING PUBLIC SCHOOLS**

**Leave Report/Travel Request**

Employee Name Jennifer LaFromboise-Wagner

Employee # \_\_\_\_\_

Building High School

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

Date of Leave

4/3/22 - 4/5/22

Hours

18 hrs

Type of Leave

SR

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

Date \_\_\_\_\_

☒ **Approved; Condition upon the specific leave being available for the specific employee**

☐ **Not Approved**

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

Date \_\_\_\_\_

**TYPE OF LEAVE**

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Conference/Workshop Gear Up Spring Planning Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/3/22

Return Date 4/5/22

Departure Time 2:00 p.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle

☐ District Vehicle

☐ Professional Development

Mileage 172 x .585 = \$100.62

Per Diem 2 dys @ \$36 + \$15S = \$ 87.00

☐ Registration PO# \_\_\_\_\_ = \$ 0.00

☐ Hotel PO# \_\_\_\_\_ = \$ 0.00

☐ Other PO# Airfare = \$ 0.00

☐ Other PO# Luggage = \$ 0.00

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

**Sub Total \$187.62**

Budget 115.50.471.2213.582.698 (100 %) \$116.71 (GearUp)

226.60.150.2410.582 (100 %) \$70.91

**Check Total \$187.62**

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site