

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/23/22



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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:**   2/15/22

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

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

**Subject:** **In State Montana Association of School Superintendents 2021-2022**

**Description:** Request travel to attend the MASS/METAtechED/MCase Conference in Helena, MT March 21-22 2022.

**Financial Impact:** \$608.04

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

**Attachment(s):** Travel Request/Email

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

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

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

----- Forwarded message -----  
From: School Administrators of Montana <[sammm@memberclicks.com](mailto:sammm@memberclicks.com)>  
Date: Mon, Feb 7, 2022 at 3:39 PM  
Subject: MASS/METAtechEd/MCASE Conference 2022 Open Registration!  
To: <[corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us)>



Greetings SAM Members,

The registration for the 2022 MASS/METAtechED/MCASE Conference “Hand-in-Hand, Together” is now open!

The Conference will be held March 21-22, 2022 in a blended delivery model with in-person at the Delta Hotel by Marriott in Helena and virtually through Zoom. Please contact the hotel directly at 406-443-2100 to receive a room under the 2022 MASS/METAtechED/MCASE room block. Additional rooms are available at the Fairfield Inn & Suites by Marriott by calling 406-449-9944.

The Conference will include 2 days of outstanding information, professional learning and an opportunity to network and connect with colleagues. There will be keynote addresses featuring Dr. David Schuler (AASA Superintendent of the Year and Chair of the EmpowerED Superintendent Advisory Panel), Dr. Paul Imhoff (AASA President), Andy Hanks (MT Chief Information Officer), Dr. Kerrie Cissna (Professor - Pepperdine University), Jeff Patterson (President & CEO - K12 MT, former META President). Eighteen breakout sessions, awards banquet, business meetings, and socials will also be on the agenda.

Follow this link to register: [MASS/METAtechED/MCASE Conference Registration](#)

Feel free to reach out to the SAM office if you have any questions. We look forward to seeing you soon.



[Kirk Miller](#)

Executive Director

[Kim Scofield](#)

Director of Professional  
Learning & Member Services

[Marcus Meyer](#)

Director of Operations &  
Membership

This email was sent to [corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us) by [sammm@sammt.org](mailto:sammm@sammt.org)

School Administrators of Montana • 900 N. Montana Ave., Suite A-4, Helena, Montana 59601, United States • [406-442-2510](tel:406-442-2510)

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**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

**Employee Name** Corrina Guardipee-Hall  
**Building** Superintendent

**Employee #**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/21/22, 3/22/22</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/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay
	<i>(Master Contract) Relationship)</i>	

**\*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** 2022 MASS/METAtechED/MCASE Conference **Attach Brochure/Agenda**

**Location** Helena, MT

**Departure Date** 3/21/22

**Return Date** 3/22/22

**Departure Time** 3:00 p.m.

**Return Time** 6:00 p.m.

**Transportation:**     Personal Vehicle    **Mileage** 344 @0.56 = 192.64  
 District Vehicle    **Per Diem** 1 day + \$15 = 36.00  
 Professional Development

**Registration** \_\_\_\_\_ PO# \_\_\_\_\_ =250.00

**Hotel** \_\_\_\_\_ PO# \_\_\_\_\_ =129.40

**Other** \_\_\_\_\_ PO# Airfare = - 0 -

**Other** \_\_\_\_\_ PO# Luggage = - 0 -

**Sub Total \$ 608.04**

**Budget** 126.90.160.2320.582 (75%) \$171.48  
226.90.160.2320.582 (25%) \$ 57.16

**Check Total \$ 228.64**

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

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

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