

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/25/21



- 
- 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:**        8/17/21

**To:**        **Browning School Board**  
                  Members

**From:**      Corrina Guardipee-Hall ED.S.  
                  Title:      Superintendent

**Subject:** **AASA Nat'l Superintendent Certification Program 2021-2022**

**Description:** Request travel to attend the Nat'l Superintendent Certification Program Midwest Cohort Class of 2022. The training is scheduled for 2/13/22 – 2/19/22 in Nashville, TN.

**Financial Impact:** \$4,115.68

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

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

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

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

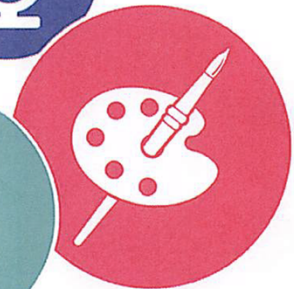
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**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

**AASA**  
THE SCHOOL SUPERINTENDENTS ASSOCIATION



# LEADERS MA+TTER



**From:** Corrina Guardipee-Hall corrinag@bps.k12.mt.us  
**Subject:** Fwd: Hotel Information for Feb. 14-16, 2022 and NCE in Nashville: AASA National Superintendent Certification Program(R) - MidWest 2022  
**Date:** July 22, 2021 at 7:53 AM  
**To:** Carlene Adamson carlenea@bps.k12.mt.us

CG

It looks like this is the whole week Sunday - Saturday.

Corrina L. Guardipee-Hall ED.S.  
Browning Public Schools  
Superintendent

*'In the course of making decisions, ask yourself what is best for kids!'*

----- Forwarded message -----

**From:** AASA National Superintendent Certification Program® - MidWest 2022 <[notifications@instructure.com](mailto:notifications@instructure.com)>  
**Date:** Wed, Jul 21, 2021 at 9:53 AM  
**Subject:** Hotel Information for Feb. 14-16, 2022 and NCE in Nashville: AASA National Superintendent Certification Program® - MidWest 2022  
**To:** <[corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us)>

Good Day Midwest 2022,

I hope all is well and you are enjoying the summer! I provide information regarding the session in Feb. 14-16, 2022 in Nashville and your need to make hotel reservations asap. Also you will need to register for the National Conference on Education (NCE) if you are staying for that and the link works for those hotel reservations as well.

### **February 14, 15 & 16, 2022, in Nashville- Session IV**

As you know this session is prior to the National Conference on Education (NCE). We meet on Monday to Wednesday, February 14-16 and NCE is Thursday to Saturday, Feb. 17-19, 2022. We are fortunate for we are given priority booking in the **Omni Hotel**, our headquarters hotel. With that said you need to book your entire stay for both our session and NCE through this link and we have a limited number of rooms held for our Certification superintendents. DO not share this link with anyone for it is confidential and for your use only. You can book from Sunday February 13 to Saturday February 19, 2022. The deadline to book these rooms is October 15, 2021. The reservation block is opened and use this link please.

<https://hsg.cmrus.com/aasa2022/GP/CERT/Housing/Reservation>

I am sending this out via a Canvas announcement and via email, so you open it and jump on this now. Please let me know if you have any questions and we can discuss this when we meet over the next few days.

Warm Regards,

Amy



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

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

**Employee #** \_\_\_\_\_  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/13/22 - 2/19/22</u>	<u>40 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**

- |   |   |                                      |
|---|---|--------------------------------------|
| <b>AN</b> Annual                              | <b>PL</b> Personal Leave                  | <b>ALWO</b> Approved Leave W/O Pay   |
| <b>SL</b> Sick Leave                          | <b>JD</b> Jury Duty (attach verification) | <b>ULWO</b> Unapproved Leave w/o Pay |
| <b>*EX/SR</b> Extra-Curricular/School Related | <b>NG</b> National Guard                  | <b>SWP</b> Suspended w/Pay           |
|   | <b>FN</b> Funeral _____                   | <b>SWOP</b> 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** AASA, Nat'l Superintendent's Certification Program **(Attach Brochure/Agenda)**

**Location** Nashville, TN

**Departure Date** 2/12/22

**Return Date** 2/19/22

**Departure Time** 1:00 p.m.

**Return Time** 4:00 p.m.

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 254 x .56      = \$ 142.24  
**Per Diem** 7 dys@\$90+1 D@\$15.      = \$ 603.00

**Registration PO#**      = \$ 830.00  
 **Hotel PO#**      = \$ 1930.44  
 **Other PO#** Airfare      = \$ 550.00  
 **Other PO#** Car Rental.      = \$ 0.00  
 **Other PO#** Luggage      = \$ 60.00

**Submit Receipts on return for Taxi/Shuttle/Parking/Luggage**      **Sub Total** \$ 4,115.68

**Budget** 126.90.160.2320.582 (75 %) \$ 603.93  
226.90.160.2320.582 (25 %) \$ 201.31

**Check Total** \$ 805.24

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

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

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