

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/27/19



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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:** 3/19/19

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

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

**Subject:** **In State Travel: State Impact Aid Meeting**

**Description:** Request approval for travel to attend the State Impact Aid Meeting in Bozeman, MT March 28, 2019.

**Financial Impact:** \$485.72

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

**Attachment(s):** Leave Request/

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

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

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

# State Impact Aid meeting

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: **Lynda Brannon** <[LyndaBrannon@outlook.com](mailto:LyndaBrannon@outlook.com)>  
Date: Thu, Mar 21, 2019 at 2:48 PM  
Subject: State Impact Aid meeting

As requested last July, we will be holding an IISM meeting at MIEA. The meeting is set for Thursday evening March 28 in the small ballroom at the Best Western Gramtree in Bozeman. I'll get out an agenda soon. If there is anything you want specifically on the agenda, please let me know. Looking forward to seeing everyone again. As always, call or e-mail me if you have any questions.

**Lynda Brannon, Executive Director**  
**Indian Impact Schools of Montana**  
2396 Haystack Drive  
East Helena, MT 59635  
(406)431-0393 cell  
[lyndabrannon@outlook.com](mailto:lyndabrannon@outlook.com)

**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>3/28 - 29, 2019</u>	<u>8</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** State Impact Aid Meeting **(Attach Brochure/Agenda)**

**Location** Bozeman, MT

**Departure Date** 3/28/19

**Return Date** 3/29/19

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

**Return Time** 12:30 p.m.

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

**Mileage** 534 x .58. = \$ 309.72  
**Per Diem** 1 day @ \$36 = \$ 36.00

**Registration PO#** \_\_\_\_\_ = \$ 0.00  
 **Hotel PO#** \_\_\_\_\_ = \$ 125.00  
 **Other PO#** \_\_\_\_\_ = \$ 0.00  
 **Other PO#** \_\_\_\_\_ = \$ 0.00

**Sub Total** \$ 470.72

**Budget** 126.90.160.2320.582 (75%) \$35929  
226.90.160.2320.582 (25%) \$ 86.43

**Check Total** **\$345.72**

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

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

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