

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 4/19/22



- 
- 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:**        4/8/22

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

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

**Subject:** **AASA Nat'l Superintendent Certification Program 2022-2023**

**Description:** Request travel to attend the Nat'l Superintendent Certification Program Midwest Cohort Class of 2022. The training is scheduled for July 20-22, 2022 in Chicago, Illinois.

**Financial Impact:** \$3,048.59

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

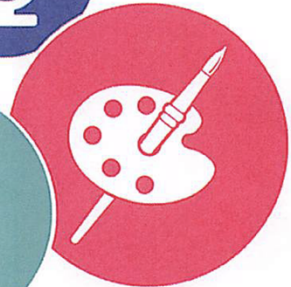
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**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



**AASA**  
THE SCHOOL SUPERINTENDENTS ASSOCIATION

# LEADERS MA+TTER





Carlene Adamson &lt;carlenea@bps.k12.mt.us&gt;

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**Fwd: MW 2022 Mtg on Wednesday to Friday, July 20-22, 2022 will be in person in Chicago, IL: AASA National Superintendent Certification Program(R) - MidWest 2022**

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Corrina Guardipee-Hall <corrinag@bps.k12.mt.us>  
To: Carlene Adamson <carlenea@bps.k12.mt.us>

Wed, Apr 6, 2022 at 11:55 AM

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>  
Date: Wed, Apr 6, 2022 at 10:39 AM  
Subject: MW 2022 Mtg on Wednesday to Friday, July 20-22, 2022 will be in person in Chicago, IL: AASA National Superintendent Certification Program® - MidWest 2022  
To: <corrinag@bps.k12.mt.us>

Good Afternoon,

We hope all is well. The survey results are in, and the majority of participants wanted an in-person session. So, we have made arrangements through the gracious offer of Pat Greco at Huron/Studer to hold our session in person in Chicago, IL at the Huron Studer office. The meeting will be on **Wednesday to Friday July 20-22, 2022, at Huron located at 550 W. Van Buren St. Chicago, IL 60607**. The session will be from **8:30am to 4:00pm CT on Wednesday and Thursday and from 8:00am to 2:00pm CT on Friday**.

We will not be providing a room block so please book early to get a room. We will provide lunch, beverages and snacks. There are many hotels located in the area very close to Huron. Steve and Amy are staying at the Holiday Inn for it is 3 minutes away from Huron. We have put together the following list:

**WEST LOOP**

- **Holiday Inn & Suites-** Chicago- Downtown: [506 W Harrison St. Chicago, IL 60607](#)
  - 312 957 9100
- **Crowne Plaza Chicago West Loop-** [25 Halstead St. Chicago, IL 60661](#)
  - 312 829 5000

**DOWNTOWN (other side of the river)**

- **The Buckingham Hotel-**One Financial Plaza [425 S. Financial PL Chicago, IL 60605](#)
  - 312 663 8910
- **Hotel Blake-**[500 S. Dearborn St. Chicago, IL 60605](#)

4/7/22, 3:38 PM

Browning Public Schools Mail - Fwd: MW 2022 Mtg on Wednesday to Friday, July 20-22, 2022 will be in person in Chicago, IL: AAS.

- 844-800 5293
- **Hilton Garden Inn Chicago Central Loop-245 S Franklin St. Chicago, IL 60606**
  - 773-809-6830
- **Canopy by Hilton Chicago Central Loop- 226 W Jackson Blvd. Chicago, IL 60606**
  - 773 809 6750

We will do our best to provide a hybrid option, but it will be limited. Please remember this includes your graduation ceremony.

Let us know if you have any questions. We look forward to being in person on Wednesday to Friday, July 20-22, 2022, in Chicago, IL.

Warm Regards,

Amy and Steve

**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>7/20-7/22, 2022</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**

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 AASA, Nat'l Superintendent's Certification Program **(Attach Brochure/Agenda)**

Location Chicago, Illinois

Departure Date 7/18/22 Return Date 7/23/22

Departure Time 3:00 p.m. Return Time 4:00 p.m.

Transportation:  Personal Vehicle Mileage 254 x .585 = \$ 148.59  
 District Vehicle Per Diem 4 dys @ \$90 + 2 IS D@\$15 = \$ 390.00  
 Professional Development

<input checked="" type="checkbox"/> Registration PO# _____	= \$ _____
<input checked="" type="checkbox"/> Hotel PO# _____	= \$ <u>1550.00</u>
<input type="checkbox"/> Other PO# Airfare _____	= \$ <u>890.00</u>
<input type="checkbox"/> Other PO# Car Rental _____	= \$ <u>0.00</u>
<input type="checkbox"/> Other PO# Luggage _____	= \$ <u>70.00</u>

**Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$ 3,048.59**

Budget 126.90.160.2320.582 (75 %) \$ 456.44  
226.90.160.2320.582 (25 %) \$ 152.15

**Check Total \$ 608.59**

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

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

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