

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/11/22



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: 1/4/22

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel - K-12 Vision Group Meeting 2021-2022**

Description: Request travel to attend the K-12 Vision Group meeting in Helena, MT March 10, 2022.

Financial Impact: \$358.04

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

Attachment(s): Travel Request/Email

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

----- Forwarded message -----
From: **Emily Dean** <edean@mtsba.org>
Date: Mon, Dec 13, 2021 at 10:34 AM
Subject: 2021/2022 K-12 Vision Project
To:

Dear K-12 Vision Project Member,

With just over one year until the 2023 Legislative Session, the partners of the Montana Public Education Center (MT-PEC) are preparing our collective advocacy efforts. The members of the K-12 Vision Project will gather on **March 10, 2022 in Helena** to update the K-12 Vision Project Strategic Plan and our collective vision for public education in Montana.

To facilitate a safe event, Abbott BinaxNow COVID-19 tests will be supplied and required upon entry into the building. There will be a virtual accommodation available if necessary for any participant. The partners of MT-PEC will continue to monitor COVID-19 and public health recommendations, should conditions warrant the event may be transitioned to an all-virtual setting. You will receive more information on logistics in January and February.

As you will recall, the K-12 Vision Project was formed by the partners of MT-PEC in 2011 with a charge of developing a comprehensive vision for the future success of public education in Montana and establishing a clear road map to achieve that vision. For more background on the annual gathering and to read past K-12 Vision Group Strategic Plans, click here: <https://mt-pec.org/k12-vision-group>.

Please reply to this email confirming your attendance on March 10, 2022.

Best regards,

Emily

Emily Dean

Director of Advocacy

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall
Building Superintendent

Employee # _____
Substitute Name NA

LEAVE REPORT

Date of Leave 3/9/22, 3/10/22 **Hours** 16 **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 | 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 K-12 Vision Project Meeting Attach Brochure/Agenda

Location Helena, MT

Departure Date 3/9/22

Return Date 3/10/22

Departure Time 2:00 p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle Mileage 344 @0.56 = 192.64
 District Vehicle Per Diem 1 day = 36.00
 Professional Development

Registration _____ PO# _____ = - 0 -

Hotel _____ PO# _____ = 129.40

Other _____ PO# Airfare = - 0 -

Other _____ PO# Luggage = - 0 -

Sub Total \$ 358.04

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 _____