

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/30/22



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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:**        3/21/22

**To:**            **Board of Trustees**                      **From:** Corrina Guardipee-Hall  
                    Browning Public Schools                      **Title:**    Superintendent

**Subject:** **In State Travel: Teacher Preparation Curriculum Meeting 2021-2022**

**Description:** Request travel to for Corrina Guardipee-Hall and Rebecca Rappold to attend the Teacher Preparation Curriculum Planning Meeting in Dillon, MT April 7 & 8, 2022.

**Financial Impact:** \$464.64 ea

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

From: **Vikki Howard** <[Vikki.Howard@umwestern.edu](mailto:Vikki.Howard@umwestern.edu)>  
Date: Wed, Mar 16, 2022 at 9:47 AM  
Subject: April Curriculum Meeting  
To: [corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us) [corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us)

Hi Corrina,

This is a follow-up to our conversation regarding our Teacher Preparation Curriculum Planning Meeting to be held in Dillon on April 7<sup>th</sup> and 8<sup>th</sup>. This meeting will bring together our teacher preparation partners, including Blackfeet, Apsaalooke' and UMW 2+2 programs.

The teacher training curriculum is undergoing critical improvements, led by the adjunct faculty from Tribal schools for which the teacher education programs serve.

I invite you to join the meeting in Dillon, where programs will respectively report on progress to date, recruit feedback from faculty across programs and work together to develop priorities in moving forward.

Because we are working hard to improve our teacher training program specifically to serve Blackfeet schools, it would be especially beneficial to have you join our meeting.

In addition, the adjunct faculty that have made these programs a success to date would like to attend this event to represent their own work. They are seeking your approval to attend and ask if it is possible for them to receive school-related leave to attend? The following BPS faculty are planning to attend with your permission: Brandy Bremner, JoAnne Powell and Rebecca Rappold.

The meeting will begin at 1PM on Thursday April 7<sup>th</sup> and end at 3PM on Friday April 8<sup>th</sup>.

All travel expenses will be covered by our federal grants and UMW Foundation.

Please let me know if you have any questions.

Respectfully,

Vikki F. Howard, PhD  
Professor of Special Education  
University of Montana Western

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

Employee Name Corrina Guardipee-Hall  
Building Superintendent

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

**LEAVE REPORT**

<b>Date of Leave</b>	<b>Hours</b>	<b>Type of Leave</b>
<u>4/7/22, 4/8/22</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        |
- (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 2022 Teacher Preparation Curriculum Planning Meeting **Attach Brochure/Agenda**

Location Dillon, MT

Departure Date 4/7/22

Return Date 4/8/22

Departure Time 7:00 a.m.

Return Time 8:00 p.m.

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 292 @0.585 = 170.82

Per Diem 2 days @ 36 = 72.00

Registration \_\_\_\_\_ PO# \_\_\_\_\_ = - 0 -

Hotel \_\_\_\_\_ PO# \_\_\_\_\_ = 190.00

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

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

**Sub Total \$ 432.82**

Budget 126.90.160.2213.582 (75%) \$182.10

226.90.160.2213.582 (25%) \$ 60.70

**Check Total \$ 242.82**

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

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

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

BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name Rebecca Rappold  
Building curriculum

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

**LEAVE REPORT**

**Date of Leave** 4/7/22, 4/8/22      **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   |
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Location Dillon, MT

Departure Date 4/7/22

Return Date 4/8/22

Departure Time 7:00 p.m.

Return Time 8:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 292 @0.585 = 170.82  
Per Diem 1 day @ 36 + \$15 = 51.00

Registration \_\_\_\_\_ PO# \_\_\_\_\_ = - 0 -  
 Hotel \_\_\_\_\_ PO# \_\_\_\_\_ =190.00  
 Other \_\_\_\_\_ PO# Airfare = - 0 -  
 Other \_\_\_\_\_ PO# Luggage = - 0 -  
**Sub Total \$ 432.82**

Budget 126.90.160.2213.582 (75%) \$166.37  
226.90.160.2213.582 (25%) \$ 55.45

**Check Total \$221.82**

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

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

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