

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/19/24



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       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:**    March 5, 2024

**To:**        Corrina Guardipee-Hall  
                  Superintendent

**From:** Tonia Tatsey  
**Title:**    Bullshoe Elementary

**Subject: Out of State Travel: Head Smashed-In Buffalo Jumps 2023-2024**

**Description:** Request out of state travel for Britney Shooter and Marci Burd and 33 Immersion students to travel to Fort Macleod, Alberta on April 17, 2024 to the Head Smashed-In Buffalo Jumps. Lunch bags will be provided by the BPS Child Nutrition Department.

**Financial Impact: Bus/Fuel Costs (TBD)**

**Funding Source (Budget/grant, etc.): 115-10-160-2400-516-780**

**Attachment(s):** Travel Schedule

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

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

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



Immersion Teachers  
Stamiksiitsiikin (Bullshoe) Elementary  
210 1st Ave SW  
Browning, MT 59417



Dear Browning Public School Board,

The Kindergarten and first grade Immersion classes at Stamiksiitsiikin Elementary, are sending this letter asking for field trip approval by the School Board. Our Field trip to Head-Smashed-In Buffalo Jumps, located in Fort Macleod, Alberta (approximately 1 hour and 56 minutes from our school).

The students have been learning about the four Blackfeet bands- Aapatohsipikani (Northern Piegan), Amskapipiikani (Southern Piegan), Kainai (Blood) and the Siksika Tribes. It was mentioned that one of our favorite places to visit was Head-Smashed-In buffalo jumps. We took our students on virtual field trips there, and talked about it, but now we want them to put everything together and visit the buffalo jumps. This would be an awesome educational experience for our students. We have been teaching our students about cultural identity and we feel that this experience will help with their cultural awareness and educational experience. We submitted the paperwork by the September deadline, but didn't put the details on the paper as we needed to figure out dates with Head-Smashed-In buffalo jumps. This was communicated with Lisa Bullcalf and the information was sent to her. Lisa is aware that the trip is, "pending board approval".

In order to prepare for this field trip, we have identified our chaperones and they have started the necessary paperwork with HR, or are already approved (current teachers/ employed with BPS). This field trip would be an extremely proactive experience for the students. The museum has waived all admission costs for our trip. We have spoken to the museum marketing and event coordinator, Quintin Crowshoe, who is going to make our trip one that the student's won't forget. Please consider this approval, as this will be a once in a lifetime opportunity for many of our students.

Sincerely,

Britney Shooter- Kindergarten Immersion Teacher *BJS*  
Marci Burd- First Grade Immersion Teacher *MB*

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

Employee Name Sample Request

Employee # \_\_\_\_\_

Building Bullshoe Elementary

Substitute Name NA

**LEAVE REPORT**

Date of Leave

Hours

Type of Leave

4/17/24

7

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 Head Smashed In **Attach Brochure/Agenda**

Location Fort Macleod, Alberta

Departure Date 4/17/24

Return Date 4/17/24

Departure Time 8:00am

Return Time 3:00pm

Transportation:     Personal Vehicle  
                           District Vehicle  
                           Professional Development

Mileage \_\_\_\_\_ = \$ 0.00

Per Diem \_\_\_\_\_ = \$ 0.00

Registration PO# \_\_\_\_\_ = \$ 0.00

Hotel PO# \_\_\_\_\_ = \$ 0.00

Other PO# \_\_\_\_\_ Airfare = \$ 0.00

Other PO# \_\_\_\_\_ = \$ 0.00

**Sub Total \$0.00**

Budget \_\_\_\_\_

**Check Total \$0.00**

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

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

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