

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/29/19



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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:**        10/22/19

**To**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**       Billie Jo Juneau  
                    Title:        Babb Principal/District Admin

**Subject: In State Travel: Observe MTSS in Various Schools**

**Description:** Request approval for Billie Jo Juneau, Jessica Racine, Tracey Thomas, Matthew Johnson, Arlene Wippert, William Heusch and/or Kari McKay to attend observations of various schools implementing Multi-Tiered Systems of Support in Great Falls, Boulder and Anaconda November 5<sup>th</sup> and 6<sup>th</sup>, 2019.

**Financial Impact:** \$322.74 total

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

**Attachment(s):** Agenda/Travel Request

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

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

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

## **MTSS Site Visits Agenda**

### November 5<sup>th</sup>

6am-leave for Great Falls High School

8:00am-2:30pm Great Falls High School

2:30pm Depart to Butte

### November 6<sup>th</sup>

8:00am-10:00am Lincoln Elementary School Anaconda

10:00am-11:30am travel to Boulder

11:30am-4:00pm Boulder Elementary School

4:00pm Depart home

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

Employee Name Sample Request  
Building Babb

Employee #11760  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/5/2019 - 11/6/2019</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 MTSS observations    **(Attach Brochure/Agenda)**

Location Great Falls, Boulder, Anaconda, MT

Departure Date 11/5/2019

Return Date 11/6/2019

Departure Time 6:00 am

Return Time 8:00 pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 506 @ .58 ÷ 2 = \$146.74  
Per Diem 2 days @ \$35 = \$ 70.00  
 Registration PO# \_\_\_\_\_ = \$ 0.00  
 Hotel PO# \_\_\_\_\_ = \$ 106.00  
 Other PO# \_\_\_\_\_ = \$ 0.00  
 Other PO# \_\_\_\_\_ = \$ 0.00

**Sub Total \$ 322.74**

Budget Designated Building Budget (75 %) \$162.56  
Designated Building Budget (25 %) \$ 54.18

**Check Total 216.74**

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

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

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