

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/10/19



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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
-

Date: 9/3/19

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Jeri Matt
Title: Curriculum & Instruction

Subject: **In State Travel - MCLP Title I School Support Comp meeting/conference**

Description: Per MCLP grant requirements, SLT members and administrators from each campus need to attend the Fall MCLP conference/meeting. The following administrators will need to attend: Toni Tatsey, Jennifer Wagner, Sicily Bird, Angela HeavyRunner, Sheila Hall, Matthew Johnson, Jeri Matt, Corrina Guardipee-Hall, Billie Jo Juneau. (Teachers who will also be attending: KW/VC=Brandy Bremner, Nicole Whitney, Betty Brock BES=Willie Tailfeathers, Vivian Snaderville and Elisha Kennedy, Napi=Edith Wagner, Genevieve Wilson and Pat Armstrong BMS=Tracy Momberg, Jodie Goss and Racquel Little Plume BHS=Andrea Evans, Cheryl Tailfeathers, Brenda Johnston BHA=Jason Krane, BMS/BHS=Violet Sinclair Babb=Suzanne Wyrick)

Financial Impact: **\$3,528.54**

Funding Source (Budget/grant, etc.): MCLP budgets 115.xx.423.2213.582.650

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Aug 30, 2019, 3:18 PM

Fall Conference Registration

Good afternoon!

The Office of Public Instruction is excited to offer all MCLP and Title I Comprehensive school access to register School Leadership Teams (SLTs) for the required fall meeting.

At a minimum, each SLT should consist of a building principal, the district onsite instructional coach (if the school has a coach), and two classroom teachers. Your Instructional Consultant and OPI contact will be facilitating the high-quality professional development and the work of SLTs throughout the two-day meeting.

The meeting is at Delta in Helena. The room block is under OPI MCLP Group.

2301 Colonial Drive
Helena, MT 59601
406-443-2100

Thank you.

Lisa Griffin

Administrative Assistant
Montana Office of Public Instruction

- Phone: 406-444-0686
- TTY: 406-444-0235
- Website: <http://opi.mt.gov/>

Email: lgriffin3@mt.gov

Terri Barclay

MCLP Director
Instructional Innovations Unit, Team Leader
Montana Office of Public Instruction

- Phone: 406-444-0753
- TTY: 406-444-0753
- Website: <http://opi.mt.gov/>

Email: tbarclay2@mt.gov

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

Employee Name Sample Travel Request
Building admin

Employee #10725
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/6/19</u>	<u>3</u>	<u>SR</u>
<u>10/7-8/19</u>	<u>16</u>	<u>SR</u>
Employee Signature _____		Date _____
<input type="checkbox"/> Approved; Condition upon the specific leave being available for the specific employee <input type="checkbox"/> 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 MCLP Conference/Meeting Attach Brochure/Agenda

Location Helena, Mt

Departure Date 10/6/19

Return Date 10/8/18

Departure Time 3:00p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle Mileage 344 x .58./. 2 = 99.76
 District Vehicle Per Diem 2 days @ \$36 + \$15D = 87.00
 Professional Development

Registration _____ PO# _____ = - 0 -
 Hotel _____ PO# _____ = 205.30
 Other _____ PO# Airfare = - 0 -
 Other _____ PO# Luggage = - 0 -

Sub Total \$ 392.06

Budget 115.xx.423.2213.582.650 (100%) \$ 186.76

Check Total \$186.76

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____