

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/9/17



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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:**        2/7/17

**To:**            **John Rouse**  
                    Superintendent

**From:**        Billie Jo Juneau  
                    Title:        MBI/Olweus Coordinator

**Subject: Trauma Informed Schools Conference**

**Description:** Request approval for Billie Jo Juneau, Tonia Tatsey, Jennifer Wagner, Corrina Hall, John Salois, Julie Hayes, Jill Mattingly, Sicily Bird and Matthew Johnson to attend the Trauma Informed Schools Conference in Great Falls May 12, 2017.

**Financial Impact:** \$0.00 each

**Funding Source (Budget/grant, etc.):** Blackfeet Honor Your Life will cover all costs for the Conference

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



## “The Trauma-Informed School”

A Step-by-Step Implementation Guide for Administrators and School Personnel

May 12, 2017 – Great Falls

Holiday Inn

### Agenda

7:30 a.m. – 8:30 a.m.	Registration
8:30 a.m.	Welcome & Introduction – <b>Todd Garrison</b> , ChildWise Institute Director
8:30 a.m. – 10:00 a.m.	<b>Jim Sporleder</b> – Keynote Address
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 12:00 p.m.	<b>Jim Sporleder</b> – cont.
12:00 p.m. – 1:15 p.m.	Lunch (on your own)
1:15 p.m. – 2:30 p.m.	<b>Jim Sporleder</b> – cont.
2:30 p.m. – 2:40 p.m.	Break
2:40 p.m. – 3:40 p.m.	<b>Jim Sporleder</b> – cont.

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

Employee Name Sample Request  
Building Rural schools

Employee # \_\_\_\_\_  
Substitute Name N/A

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/11-5/12/17</u>	<u>8</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 Trauma Informed School Conference (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 5/11/16

Return Date 5/12/17

Departure Time 5:00 pm

Return Time 6:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

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

Registration PO# \_\_\_\_\_ = \$ 0.00  
 Hotel PO# \_\_\_\_\_ = \$ 0.00  
 Other PO# \_\_\_\_\_ = \$ 0.00  
 Other PO# \_\_\_\_\_ Luggage = \$ 0.00

**Sub Total \$ 0.00**

Budget \_\_\_\_\_ ( % )  
\_\_\_\_\_ ( % )

**Check Total \$0.00**

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

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

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