

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 3/7/2023



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

Date: 2/17/2023

To: Corrina Guardipee
 Superintendent

From: Robert Hall
Title: BNAS Dept.

Subject: Out of State Travel: NIEA 2022-23

Description: Request school related leave for Lea Whitford & Dana Bremner to attend the National Indian Education Association Hill Week in Washington DC from March 6-9, 2023. Travel days are arranged for March 6 & March 10. NEA will be covering costs for airfare, hotel in DC, they will reimburse for mileage and per diem costs. Training for this conference will help advance racial justice and social justice in education and empower them with tools and knowledge to advocate for American Indian/Alaska Native educators and students.

Financial Impact: \$1,541.38 (All costs listed will be reimbursed to BPS. All other costs are prepaid)

Funding Source (Budget/grant, etc.): Indian Language Immersions Program (ILIP)

Attachment(s): Agenda/Travel request attached

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



1201 16th St., N.W. | Washington, DC 20036 | Phone: (202) 833-4000

Rebecca S. Pringle
President
Princess R. Moss
Vice President
Noel Candelaria
Secretary-Treasurer
Kim A. Anderson
Executive Director

From: Oosahwee, Sedelta [NEA] <SOosahwee@nea.org>

Sent: Monday, February 13, 2023 8:45 AM

To: Oosahwee, Sedelta [NEA] <soosahwee@nea.org>; Amanda Curtis <acurtis@mfpe.org>

Cc: jordann_lankford@gfps.k12.mt.us <jordann_lankford@gfps.k12.mt.us>; regina.yarlott@hardin.k12.mt.us <regina.yarlott@hardin.k12.mt.us>; direksmall9@gmail.com <direksmall9@gmail.com>; lea.whitford@gmail.com <lea.whitford@gmail.com>; danabremner@bps.k12.mt.us <danabremner@bps.k12.mt.us>; mattbell23@gmail.com <mattbell23@gmail.com>; miranda.murray@me.com <miranda.murray@me.com>

Subject: Invitation-National Indian Education Association Hill Week

Good Morning!

We are pleased and excited to invite you to this year's National Indian Education Association Hill Week. You have been identified by your state president, Armada Curtis, to participate in this year's annual Hill Week. NIEA Hill Week is a critical engagement opportunity to empower our members with tools and knowledge to advocate for our American Indian/Alaska Native educators and students.

This memo will provide background and logistics in preparation for the [National Indian Education Association \(NIEA\) Hill Week](#). This year's event will take place on Tuesday March 6-Thursday, March 9, 2023, in Washington, DC. Travel days are Monday, March 6, and Friday, March 10, 2023.

Purpose/Objectives of the NIEA Hill Week: Head to the Hill with NIEA is NIEA's annual legislative summit to bring together American Indian and Alaska Natives from all over the country to:

- Engage on key issue in Native education
- Provide training for advocacy in the new national landscape
- Meet with congressional staff to advocate for the tools and resources necessary for Native students to succeed

NEA Participation: YOU have been identified by your state president to attend NIEA Hill Week. As we organize NEA's work to support members in advancing racial justice and social justice in education, NEA strives to strengthen our partnerships with NIEA to provide critical engagement opportunities to empower our members with tools and knowledge to advocate for our American Indian/Alaska Native educators and students.

Dates (including travel dates):

- Monday, March 6, 2023: Travel Day
- Tuesday, March 7, 2023: NIEA Hill Week Updates, Advocacy Training and Panel Discussions-Holiday Inn Washington Capitol-Nat'l Mall
- Wednesday, March 8, 2023: NEA Breakfast-National Education Association at Headquarters followed by NIEA Advocacy Training, Panels and Updates at the Holiday Inn Washington Capitol-Nat'l Mall
- Thursday, March 9, 2023: Hill Visits
- Friday, March 10, 2023: Travel Day

Location: Washington, DC

Hotel: [Holiday Inn Washington Capitol - Natl Mall](#) 550 C Street S.W., Washington, DC 20024 United States

Travel: You have been authorized to travel on Monday, March 6, 2023, and Friday, March 10, 2023. NEA will pay for round-trip transportation (airfare/train) only if travel is booked through NEA's special account at FCM Travel Solutions. To make your travel arrangements, please dial (866) 811-8502, and reference travel authorization code, NEA07527. Please make your travel arrangements by close of business (COB) February 17th, 2023, but the sooner you can make your flight arrangements, the better. We are using the flight reservations as confirmation of your attendance, and we will then make hotel reservations accordingly.

Hotel: Once we have confirmation of your attendance via your flight reservation, a single occupancy room reservations will be made on your behalf at Holiday Inn [Washington Capitol-Natl Mall, 550 C Street S.W., Washington, DC 20024](#). Reservations are master-bill room & tax for the (4) nights of Monday, March 6 – Thursday, March 9 with check out on Friday, March 10, 2023. Hotel check-in is 3 pm, check-out is no later than 12 pm, PT. Please let Stephanie Barnett (sbarnett@nea.org) know if you need any special accommodations or have special instructions for your room.

Please note, you may be required to use your credit card for incidentals.

Note - Please do not contact the hotel directly. If you do not require housing, or if you need to cancel or make adjustments to your stay, please contact Stephanie Barnett at sbarnett@nea.org.

Release letters: If you need a release letter, please email Sedelta Oosahwee (soosahwee@nea.org) with the information for whom the letter should be sent: the person's name, title, address, and email.

Registration: NEA will cover your registration. Please fill out the Word Document "Hill Week Registration" and return to Sedelta Oosahwee (soosahwee@nea.org).

COVID-19 Preparation and Safety Protocols

As this is a NIEA event NEA will abide by the NIEA COVID protocols. At this time NIEA does not have COVID protocol measures in place. By agreeing to attend you are recognizing that COVID-19 is highly contagious, and that NEA cannot protect you from exposure to and potential infection with COVID-19 or other contagious illnesses at partner events or in any related travel and social activities and that you take full

responsibility to protect yourself from infection and to protect others from infection if you become ill. While NIEA does not have COVID protocols in place **NEA STRONGLY ENCOURAGES THE FOLLOWING:**

Before you leave home:

- NEA strongly encourages all meeting attendees to be up to date with their COVID-19 vaccinations, including the bivalent booster which protects against variants of the virus. You are “up-to-date” when you have received all doses in the primary series and all boosters recommended for you when eligible. You can determine if you are up to date with your COVID-19 vaccines by checking the CDC website here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>
- COVID Test. NEA strongly recommends that attendees take a COVID-19 test immediately prior to traveling to the event to avoid the unanticipated costs of being required to isolate at the event location. If positive or symptomatic, do not travel to the event.
- Self-Assessment. Evaluate your own health and that of people with whom you are in close contact. Do not travel if you are sick and carefully consider your risk of potential infection if you have been around someone with confirmed COVID-19 in the past 10 days.

NEA onsite recommendations the following to help prevent the spread of COVID-19:

- Masks. Meeting attendees are not required to wear masks unless the venue requires masks. If the venue does not require masks, NEA reminds all participants that the decision to wear a mask in a group setting may be based on a variety of personal factors, including individual health concerns, caretaker concerns, upcoming family events, etc. Each attendee's decision will be supported and respected by the event community.
- Social Distance. Adhere to social distance protocols established by the event organizers and the venue, and respect others’ personal space.
- Self-Assessments. Every morning and evening, assess whether you are experiencing any symptoms consistent with COVID-19, including but not limited to coughing or difficulty breathing, a new loss of taste or smell, or flu-like symptoms such as fever, chills, or body aches. If you are not feeling well or are experiencing any of these symptoms, return to your room and isolate. Immediately seek medical advice and notify Stephanie Barnett at sbarnett@nea.org and Sedelta Oosahwee at soosahwee@nea.org .
- Screening Testing. COVID tests are available upon request. Please notify Sedelta Oosahwee at soosahwee@nea.org or Stephanie Barnett at sbarnett@nea.org

Continue Best Public Health Practices:

- Hand Washing and Hygiene. Wash hands often with soap and water for at least 20 seconds. When hand washing is not possible, use hand sanitizer (with at least 60% alcohol). Avoid touching your eyes, nose, and mouth with unwashed hands. Cover our nose and mouth when coughing or sneezing and throw used tissues in the trash.
- Be thoughtful. Be particularly careful if you know you are around individuals who may be at higher risk of serious illness. If someone asks you to take additional precautions such as giving them more distance, respectfully honor their request.

Post-Event:

- Monitor for symptoms. Monitor yourself for COVID-19 symptoms and get tested if you develop any symptoms. Even if you don’t have symptoms, NEA recommends that you take a COVID test 5 days after returning home.

Overview:

Arrival Day	Monday, March 6, 2023	Check into Holiday Inn Washington Capitol-Natl Mall: 550 C Street S.W. Washington, DC 20024 after 3 PM EST
Day 1	Tuesday, March 7, 2023	8:00AM - 5:00 PM EST Holiday Inn Washington Capitol-Nat'l Mall NIEA and NEA Trainings
Day 2	Wednesday, March 8, 2023	7:30 AM - 9:00 AM EST NEA Breakfast: National Education Association 1201 16th Street, NW Washington, DC 20036 9:00AM-5:00PM NIEA Trainings, Updates, Panels Holiday Inn Washington Capitol-Natl Mall: 550 C Street S.W. Washington, DC 20024
Day 3	Thursday, March 9, 2023	Hill Visits
Departure Day	Friday, March 10, 2023	Check out: Holiday Inn Washington Capitol-Natl Mall: 550 C Street S.W. Washington, DC 20024 no later than 12 PM EST.

The full agenda for the NIEA Hill Week can be found [HERE](#).

As always, feel free to contact me (msscott@nea.org), Sedelta Oosahwee (soosahwee@nea.org), or Stephanie Barnett (sbarnett@nea.org) should you have any questions or concerns.

Thank you,

Merwyn Scott
Director
NEA Community Advocacy and Partnership Engagement (CAPE)
msscott@nea.org

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

Employee Name Dana Bremner
Building BNAS- NAPI

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
March 6-10, 2023	<u>32</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 National Indian Education Association Hill Week (Attach Brochure/Agenda)

Location Washington, DC

Departure Date 3/5/23

Return Date 3/10/23

Departure Time 4pm

Return Time 11pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254@.655 =\$166.37

Per Diem 1d@\$20d, 5days@\$105 =\$545.00

Registration PO# _____ =\$ 0.

Hotel PO# _____ =\$ 0.

Other PO# Airfare =\$ 0.

Other PO# Reimbursement =-\$711.37

Sub Total \$ 0.

Budget 115-90-300-2213-583-374 (100 %) \$711.37

Check Total \$711.37

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Lea Whitford
 Building BNAS- NAPI

Employee #
 Substitute Name

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 6-10, 2023</u>	<u>32</u>	<u>SR.</u>
<u> </u>	<u> </u>	<u> </u>

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee Not Approved

Principal/Supervisor _____ Date _____

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Departure Date 3/5/23

Return Date 3/10/23

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Return Time 11pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254@.655 = \$166.37
 Per Diem 1d@\$20d, 5days@\$105 = \$545.00

Registration PO# _____ = \$ 0.
 Hotel PO# _____ = \$118.64
 Other PO# Airfare _____ = \$ 0.
 Other PO# Reimbursement _____ = -\$830.01

Sub Total \$ 0.

Budget 115-90-300-2213-583-374 (100 %) \$711.37

Check Total \$711.37

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

