

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 7/11/23



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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:**      7/3/23

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

**From:**       Jennifer LaFromboise - Wagner  
                  Title:      BHS Principal

**Subject: MT AIMS (American Indians in Math and Science) Program Reward Trip**

**Description:** Melanie Magee, Tayleigh Upham, Josten Grant, Delbert Blackman and Kellen Hoyt to visit the Kennedy Space Center in Cape Canaveral, Florida for a MT AIMS (American Indians in Math and Science) Program Reward Trip

**Justification:** We have 10 MT AIMS high school students (these students have been enrolled in the program since the summer of 2019) that were offered an incentive if they completed the MT AIMS Summer 2022 program and passed the first semester of this last school year, with B's or better they would be rewarded with an all-expense paid trip to visit the Kennedy Space Center in Florida. Only 4 of the students (as listed above) met those requirements. The dates for this event are August 7<sup>th</sup> – 11<sup>th</sup>, 2023.

**Financial Impact:** School Related Leave for Program Director. There is no other impact to the BPS. Trip is entirely funded by the University of Montana, Montana AIMS (American Indians in Math and Science) Program.

**Funding Source (Budget/grant, etc.):** N/A

**Attachment(s):** Travel Request/Leave Slip for M. Magee

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

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

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



July 20, 2023

Dear Browning Public School Board,

The Montana American Indians in Math and Science (MT AIMS) program is pleased to provide this opportunity to visit the Kennedy Space Center in Florida, along with other STEM related activities in or near Orlando. This opportunity is provided to those students that have participated in the Journeys portion of MT AIMS and showed exemplary academic performance during the fall 2022 semester. The trip takes place August 7 – 11<sup>th</sup> and the program will pay transportation to and from the nearest airport, airfare, baggage, meal per diem, lodging and transportation while in Florida. In total, 12 students will be attending that includes 4 students from Browning and 2 chaperones, including Melanie Magee who has served as a counselor for MT AIMS for a number of years. The MT AIMS director and associate director will also be attending.

We will reimburse Browning Public Schools for the transportation required to take these students and Ms. Magee to the Great Falls airport and returning back to Browning from Great Falls.

If you have further questions, please contact me at [aaron.thomas@umontana.edu](mailto:aaron.thomas@umontana.edu).

Thank you.

A handwritten signature in black ink that reads "Aaron Thomas".

Aaron Thomas

Professor of Chemistry and Biochemistry

Director of Montana American Indians in Math and Science

From: **Thomas, Aaron** <[aaron.thomas@mso.umt.edu](mailto:aaron.thomas@mso.umt.edu)>  
Date: Mon, Jul 3, 2023 at 7:31 PM  
Subject: Re: Do you have an agenda for our Florida trip?  
To: Melanie Magee <[MelanieM@bps.k12.mt.us](mailto:MelanieM@bps.k12.mt.us)>

Melanie,

A rough agenda would be this:

Monday, August 7th: Travel Day  
Tuesday, August 8th: Orlando Science Center  
Wednesday, August 9th: Free Day  
Thursday, August 10th: Kennedy Space Center  
Friday, August 11th: Travel Day

We are staying at the Marriott Imperial Palm Villas - 8404 Vacation Way, Orlando, FL 32821.

Aaron

Aaron Thomas  
Professor of Chemistry  
Indigenous Research and STEM Education Director  
406-243-2052  
<http://www.umt.edu/grad/irse/>

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

Employee Name Melanie Magee  
Building BHS

Employee # 10674  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/7 - 11/2023</u>	<u>38</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 MT AIMS Reward Trip (Attach Brochure/Agenda)

Location Cape Canaveral, FL

Departure Date 8/7/23 Return Date 8/11/23

Departure Time 10:00 am Return Time 12:00 am

Transportation:     Personal Vehicle  
                           District Vehicle  
                           Professional Development

Mileage transportation to A/P reimbursed = \$ 0  
Per Diem \_\_\_\_\_ = \$ 0

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

Sub Total \$ 0.00

Budget N/A ( \_\_\_\_\_ %)  
                          ( \_\_\_\_\_ %)

**Check Total \$0.00**

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

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

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