

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 2/8/22



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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:**    2/2/22

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

**From:** Rebecca Rappold  
**Title:**    Director of Curriculum

**Subject:** **Travel out of District**

**Description:** I am requesting travel for the following building principals and district administrators to attend the 2022 Montana Education and Literacy Institute in Helena, Montana, August 3-5, 2022: Corrina Guardipee-Hall, Dennis Juneau, Rebecca Rappold, Maureen Stott, Tonia Tatsey, Patrick Armstrong, Sheila Hall, Racquel LittlePlume, Sicily Bird, Jessica Racine, William Huebsch, Angela Heavy Runner, Jennifer LaFromboise-Wagner, Kari McKay, and Michael Comes At Night

**Financial Impact:** \$26,539.80

**Funding Source (Budget/grant, etc.):** ESSER II & ESSER III Instructional Funds

**Attachment(s):** See list

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

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

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

# 2022 Montana Education and Literacy Institute

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50 hours of exclusive content about the latest evidence based practices connected to the Science of Reading, Disciplinary Literacy, Mathematics, Leadership, and Instructional Coaching.

**AUGUST 3RD, 4TH, & 5TH, 2022**  
Delta Marriott Hotel - Helena, MT

 **REGISTER NOW**

[www.gotliteracy.com](http://www.gotliteracy.com)

For more information  
[www.gotliteracy.com](http://www.gotliteracy.com)



**Doug Lemov**

Co-Managing Director:  
Teach Like a Champion



**Dr. Anita Archer**

Author of Explicit Instruction:  
Effective and Efficient Teaching



**Tim Shanahan**

Founding Director, UIC  
Center for Literacy



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

Employee Name Building Principals/Administrators  
Building KWB/BES/Napi/BMS/BHS/Administration

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>August 2, 2022</u>	<u>4</u>	<u>School Related</u>
<u>Aust 3-5, 2022</u>	<u>24</u>	<u>School Related</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 Montana Education Literacy Institute (Attach Brochure/Agenda)

Location Helena, Mt.

Departure Date August 2, 2022

Return Date August 5, 2022

Departure Time 1:00 p.m.

Return Time 7:00 p.m.

Transportation: ☒ Personal Vehicle

Mileage 344/2 x .56 =\$ 96.32

☐ District Vehicle

Per Diem 3 days@\$36 + 15 =\$ 123.00

☐ Professional Development

☒ Registration PO# =\$ 500.00

☒ Hotel PO# \$350.00Est per night =\$ 1050.00

☐ Other PO# Airfare =\$ 0.00

☐ Other PO# Luggage =\$ 0.00

Sub Total \$1769.32

Budget 115.90.775.2213.582.633 (100 %) \$219.23

**Check Total 219.32**

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

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

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

