

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/10/23



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**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

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**Date:**        12/13/22

**To:**           Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**       Matthew Johnson  
**Title:**        Director of Alternative Education

**Subject: In State Travel: CBITS-AI Training, Cognitive Behavioral Intervention 2023**

**Description:** Request travel for Matthew Johnson to attend the Cognitive Behavioral Intervention for Trauma in Schools for American Indian YUopputh (CBITS-AI) Training in Missoula, MT January 19-20, 2023

**Financial Impact: \$915.08**

**Funding Source (Budget/grant, etc.): 115.90.787.2213.582.634**

**Attachment(s):** Travel Request Schedule

**Superintendent Action:**   ☐ Approved   ☐ Denied   ☐ Deferred    Initial & date: \_\_\_\_\_

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

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



*January 19-20, 2023*

**Cognitive Behavioral Intervention for Trauma in Schools for  
American Indian Youth (CBITS-AI) Training!**

*Missoula, MT*

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Registration Link:

[https://umt.co1.qualtrics.com/jfe/form/SV\\_8j0kBwiTrybVbts](https://umt.co1.qualtrics.com/jfe/form/SV_8j0kBwiTrybVbts)

Contact: Debra.Hallos@mso.umt.edu



**CBITS for American Indian Youth  
Training Agenda  
Thursday January 19, 2023**

8:30-9:30	Introductions Overview of Trauma Rationale for CBITS-AI
9:30-10:30	Group Selection Pre/Post Screenings and Assessments Group Session 1
10:30-10:45	Break
10:45-12:00	Group Session 2 Group Session 3 Group Session 4
12:00-1:30	Lunch
1:00-2:45	Rationale for Exposure Group Session 5 Individual Sessions
2:30-2:45	Break
2:45-4:00	Individual Sessions Continued Group Sessions 6 & 7

**CBITS for American Indian Youth**  
**Training Agenda**  
**Friday January 20, 2023**

8:30-9:30	Secondary Traumatic Stress/ Self-Care
9:30-10:00	Group Session 8
10:00-10:15	Break
10:15-12:00	Group Session 9
	Group Session 10
	Post Group Assessments
	Practice Skills
	Implementation Questions

BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name Matthew Johnson  
Building Buffalo Hide Academy

Employee #11383  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/18/23</u>	<u>4 hrs</u>	<u>SR</u>
<u>1/19, 1/20, 2023</u>	<u>16 hrs</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 CBITS-AI Training-Cognitive Behavioral Intervention 2023 (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 1/18/23

Return Date 1/20/23

Departure Time 12:00 p.m.

Return Time 9:00 p.m.

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 408 x .655 = \$267.24

Per Diem 2 days @ \$51 + 1Spr @ \$20 = \$122.00

☒ Registration PO# \_\_\_\_\_ = \$200.00

☒ Hotel PO# \_\_\_\_\_ = \$325.84

☐ Other PO# \_\_\_\_\_ = \$ 0.00

☐ Other PO# \_\_\_\_\_ = \$ 0.00

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$915.08

Budget 115.90.787.2213.582.634 ( %) \$389.24  
\_\_\_\_\_ ( %)

**Check Total \$389.24**

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

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

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