

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/9/18



---

**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:**      1/4/18

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

**From:**   John Salois  
                    Title:      High School Principal

**Subject:** MBI Session 4

**Description:** Request approval for Billie Jo Juneau to attend the MBI Session 4 in Great Falls, MT February 5, 2018.

**Financial Impact:** \$ 219.95

**Funding Source (Budget/grant, etc.):** Good Medicine. TO BE REIMBURSED BY THE STATE

**Attachment(s):** Agenda/Travel Request

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

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

---

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



**MBI in the Classroom**  
**Effective Classroom Practices: The “Great Eight”**  
**Session 4**  
**Winter 2018**

**Agenda**

**Lunch on your own**  
**9:00 A.M. to 4:30 P.M.**

**Module 1**—Review first 4 Practices & Function of Behavior

**Module 2**— Classroom Active Supervision

**12:00 – 1:30 Lunch – on your own**

**Module 3**—Active Engagement & Multiple Opportunities to Respond

**Module 4**—Activity Sequence and Offering Choice

**Module 5**—Academic Success and Task Difficulty

**Module 6**— Administrative Classroom Walk-Through & Brief Observation

**Module 7**— What’s Next

**Team Time – Action Planning for training staff**

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

Employee Name Billie Jo Juneau  
Building BHS

Employee #11760  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/5/2018</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 MBI Session 4 (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 2/4/2018

Return Date 2/5/2018

Departure Time 4:00 pm

Return Time 8:00 pm

Transportation:  Personal Vehicle

Mileage 254 @ .535 ÷ 2 = \$ 67.95

District Vehicle

Per Diem 1 day @ \$35 +D 15=\$ 50.00

Professional Development

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

Hotel PO# \_\_\_\_\_ = \$102.00

Other PO# \_\_\_\_\_ = \$ - 0.00

Other PO# \_\_\_\_\_ = \$ - 0.00

Sub Total \$ 219.95

Budget 115.90.465.1000.582.206 (100 %) 117.95  
\_\_\_\_\_ (      %) \_\_\_\_\_

**Check Total 117.95**

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

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

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