

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/13/22



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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:**        June 1, 2023

**To:**            Corrina Guardipee-Hall  
                    Superintendent

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

**Subject: Out of District Travel: MBI Summer Institute 2022-2023**

**Description:** Permission to travel out of district for Matthew Johnson. To attend the MBI OPI Summer Institute June 19-23, 2023. Training will focus on Dyslexia, Serving Students with Disabilities, Centrality of Relationships with Children and Families, Engage Every Family, The Way Forward, and Mental Health

**Financial Impact: \$1,958.77**

**Funding Source (Budget/grant, etc.):** 115.90.787.2213.582.634 ESSER III Learning Loss

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

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

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

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



# 2023 OPI Summer Institute June 19 - 23, 2023

**Welcome to the Montana OPI Summer Institute. This informational website will be updated frequently as we approach the conference. Please bookmark this site so you can refer back to it.**

**It is with great pleasure that we are able to offer FREE registration to all Montana educators and administrators.**

**Registration is limited so we ask that if your plans change, that you cancel your registration immediately so others have the opportunity to attend.**

## **Important Conference Dates and Information**

- The conference will be held at Montana State University, Bozeman Campus. Driving Directions (<https://www.bing.com/maps?q=Montana%20State%20University&satid=id.sid%3Aecffaa9e-5e92-026d-c8df-28947bebb6ad>)
  - Registration check in and conference information are located in the Strand Union Building. Campus Map (<https://www.montana.edu/campusmap/#/>)
  - Registration will close Sunday June 11th.
  - We will be accepting onsite registrations pending availability.
  - In our ongoing effort to be sustainable we will use a mobile app in lieu of a program and paper handouts.
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- We will be using a mobile app this year to track PLU credit so, you must upload the app in order to get credit.

## Important Contact Information

- For questions regarding the conference content, speakers, or sessions please contact Tammy Lysons (mailto:Tamara.Lysons@mt.gov).
- For questions regarding the registration process, cancellations, or substitutions please contact Toni Lee (mailto:toni.lee@montana.edu).
- For questions regarding billing or payments please contact Gina Reynolds (mailto:gina.reynolds@montana.edu).

Welcome back!



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

Employee Name Matthew Johnson  
Building WBH Student Support Services

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
June 18-23, 2023	40 Hrs	School Related

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 M.B.I. (OPI Summer Institute) (Attach Brochure/Agenda)

Location Bozeman, Mt.

Departure Date June 18, 2023

Return Date June 23, 2023

Departure Time 12:00 PM

Return Time 6:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage	<u>534x.655</u>	=	<u>\$349.77</u>
Per Diem	<u>4Day/1Meal \$51.00/\$20</u>	=	<u>\$224.00</u>
<input type="checkbox"/> Registration PO#	_____	=	<u>\$ 0</u>
<input checked="" type="checkbox"/> Hotel PO#	_____	=	<u>\$1,334.00</u>
<input type="checkbox"/> Other PO#	<u>Parking(5dy x\$8.00)</u>	=	<u>\$ 0</u>
<input type="checkbox"/> Other PO#	_____	=	<u>\$ 0</u>

**Sub Total \$1,958.77**

Budget 115.90.787.2213.582.634 (100 %) \$573.77

**Check Total \$573.77**

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

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

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