

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/25/19



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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: 7/2/19

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel**

Description: Request travel for Corrina Guardipee-Hall, Sicily Bird, Jessica Racine, Billie Jo Juneau, Angie Heavy Runner, Sheila Hall, Tonia Tatsey, Rebecca Rappold, Matthew Johnson, Jennifer Wagner, Kari McKay, Bill Heusbch, Everett Holm and BMS and BES Assistant Principals to attend the School Administrator of Montana Summit in Helena, MT on July 29 - 31, 2019.

Financial Impact: \$987.97 ea

Funding Source (Budget/grant, etc.): Salaries, benefits, payroll and travel costs to be charged against budget for respective building/department/program/grant as applicable.

Attachment(s): Travel Request/Conference Agenda

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



SAM Administrators Institute 2019

July 29-31, 2019
Delta Hotel by Marriott, Helena

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- **Monday, July 29**
 - 10:00 - 5:00 MTASCD Summit - Kristin Souers -- "[A Culture of Safety & the New 3 R's](#)"
 - Afternoon: New Superintendent/Clerk Finance Summit in collaboration with MASBO

 - **Tuesday, July 30**
 - 8:00 - 3:00 SAM Instructional Leadership Summit Day 1
 - Opening Keynote -- "The Word that Shapes our World" -- Sean Covell, Film & Television Producer
 - 4:30 MREA Reception

 - **Wednesday, July 31**
 - 8:00 - 12:30 SAM Instructional Leadership Summit Day 2
 - Opening Keynote -- "Finding the Rhythm" -- Garret Garrels
 - Closing Keynote -- Dan Kimzey
 - 12:45 - 4:15 SAM LPLP Summit

SAM Instructional Leadership Summit 2019

Schedule at a Glance

<i>Tuesday, July 30</i>	<i>INSTRUCTIONAL LEADERSHIP SUMMIT - Day 1</i>		
7:00 - 8:00 AM	Continental Breakfast & Registration		
8:00 - 8:15 AM	Welcome & Overview of Program - Peter Hamilton, SAM President		
8:15 - 9:25 AM	Opening Keynote -- "The Word that Shapes our World" -- Sean Covell, Film & Television Producer		
9:30 - 9:50 AM	Transition & Visit with SAM Business Partners		
Focus Zones	HOPE	OPPORTUNITY	WILL
Room Location	Legislative Room	Judicial Room	Executive Room
Session 1 10:00 - 11:00 AM	What Does It Really Mean to be Trauma Invested <i>Kristin Souers</i>	Five Things EVERY Administrator Needs to Know About Personal Technology MT Digital Academy <i>Jason Neiffer & Mike Agostinelli</i>	OPI Update - Assessment-Fidelity/Security & School Nutrition Direct Certification <i>Ashley McGrath & Camille Biazzo</i>
Session 2 11:10 - 12:10 PM	Cultivating a Culture of Data-Savvy SAMRites <i>Todd Lark</i>But What if I Get Hit by a Bus? <i>Sean Covell</i>	Jon Konen & Travis Niemeyer
12:15 - 1:30 PM	Lunch with SAM Update/Visit with SAM Business Partners		
Session 3 1:40 - 2:40 PM	Transformational Learning CLN <i>Darlene Schottle</i>	Data does not speak to the heart. Inspiring opportunities for engagement. <i>Rob Watson</i>	OPI Update - IEFA, Finance & IT Login/Access <i>Zach Hawkins, Kara Flath & Michael Sweeney</i>
2:40 - 3:00 PM	Message from MREA - MCS		
3:00 - 3:15 PM	Closing & Visit with SAM Business Partners		
4:30 PM	MREA Reception		

<i>Wednesday, July 31</i>	<i>INSTRUCTIONAL LEADERSHIP SUMMIT - Day 2</i>		
7:00 - 8:00 AM	Hot Breakfast & Registration		
8:00 - 8:15 AM	Welcome & Overview of Program - Peter Hamilton, SAM President		
8:15 - 9:15 AM	Keynote -- "Finding the Rhythm" -- Garret Garrels		
9:15 - 9:40	Transition & Visit with SAM Business Partners		
Focus Zones	HOPE	OPPORTUNITY	WILL
Room Location	Legislative Room	Judicial Room	Executive Room
Session 1 9:45 - 10:45 AM	Social Emotional Learning CLN <i>Jeff Blessum</i>	The Center of Infinity <i>Garret Garrels</i>	SAM Advocacy Update <i>Kirk Miller</i>
10:45 - 11:00	Break/Visit with SAM Business Partners		
Session 2 11:00 - 12:00 PM	International Silent Film Festival <i>Lynne Peterson</i>	Your Montana CTE & All Things Montana University System - OCHE <i>Angela McLean</i>	Flexibility and Efficiency <i>Kirk Miller</i>
12:00 - 12:30 PM	Closing Keynote - Dan Kimzey		
12:45 - 4:15 PM	SAM LPLP Summit		

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

Employee Name Samples Leave Request
Building Napi Elementary

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/28-7/31, 2019</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 Sam Administrator's Conference **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 7/28/19

Return Date 7/31/19

Departure Time 1:00 p.m.

Return Time 4:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 172 x .58. = \$ 99.76

Per Diem 3 days @ \$36.00. = \$ 108.00

Registration PO# = \$ 450.00

Hotel PO# = \$ 330.21

Other PO# Airfare = \$ 0.00

Other PO# Luggage = \$ 0.00

To be reimbursed: shuttle/taxi/parking NA

Sub Total \$987.97

Budget Each Building Discretionary Budget (100 %) 207.46

Check Total \$207.76

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____