

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/10/18



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: 6/28/18

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel - Summer Coaches Institute**

Description: Request travel for Jeri Matt for required attendance at the MCLP summer coaches Institute at Fairmont Hot Springs 7/17/18 - 7/19/18. The following instructional coaches will also be attending: Sandi Campbell, Brandy Bremner, Arlene Wippert, Sheila Hall, Edith Wagner.

Financial Impact: \$ 290.30 ea

Funding Source (Budget/grant, etc.): MCLP (Grant) 115.90.423.2213.582.648

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: _____



Educational Opportunity and Equity
www.opi.mt.gov

Coaching Institute

Fairmont Hot Springs (The Grizzly Room)

July 17th

6:00 to 8:00 pm- Early Registration (The Grizzly Room)

July 18th

8:00-9:00 am- Registration and Continental Breakfast (provided)

9:00- Opening

Coaching Basics

12:00-1:00- Working Lunch (provided)

Implementation Plans

3:30- Wrap up and homework

July 19th

8:30-9:00- Continental Breakfast (provided)

9:00- Reflection

Coaching Cycles

Coaching Cards

Coaching Trackers

Group Coaching

12:00-1:00- Working Lunch (provided)

Focused Coaching

Coaching Effectiveness

Planning and Next Steps

3:30- Wrap up

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Jeri Matt
Building admin

Employee #10725
Substitute Name NA

LEAVE REPORT

Date of Leave 7/17-19/18 Hours 25.5 Type of Leave SR

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 MCLP Summer Coaches Institute Attach Brochure/Agenda

Location Fairmont Hot Springs-Anaconda, MT

Departure Date 7/17/18

Return Date 7/19/18

Departure Time 1:00 p.m.

Return Time 10:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage $506 \times .545 \div 2 = - 0 -$

Per Diem $2 \text{ days} + \$15S = \85.00

Registration _____ PO# _____ = - 0 -

Hotel _____ PO# _____ =205.30

Other _____ PO# Airfare = - 0 -

Other _____ PO# Luggage = - 0 -

Sub Total \$ 290.30

Budget 115.90.423.2213.582.648 (100%) \$85.00

Check Total \$85.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____