

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: February 27, 2019



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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

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**Date:**   02/19/19

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

**From:**    Tonia M. Tatsey  
**Title:**     K. W. Bergan/Vina Chattin, Principal

**Subject:**   **In State Travel**

**Description:** I am requesting approval for travel to attend the 2019 MPDG Leadership Team Meeting in Helena Montana, March 6, 2019.

**Financial Impact:** \$36.00

**Financial Source/Grant:** 115.05.465.2213.582.182

**Attachment(s):** Leave-Travel Request /Conference Agenda

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

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

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

# MPDG Program Leadership Team Meeting

## Draft Agenda

March 5 and 6, 2019

Delta Colonial Hotel

Helena, Montana

### MPDG Purpose

The purpose of the MPDG is to build, develop, and expand high-quality preschool programs so that more children from low-and moderate-income families enter ready to succeed in kindergarten and in life.

### Tuesday March 5, 2017

8:00-8:30	Sign-in and Networking
8:30-9:00	Welcome and Opening Remarks
9:00-10:00	Keynote: Jim Knight
10:00-10:15	Break
10:15-12:00	PK-3 Alignment: Kristie Kauerz
12:00-1:15	Lunch- On Your Own
1:15-2:30	Breakout Sessions
2:30-2:45	Break
2:45-4:00	Breakout Sessions

### Wednesday March 6, 2017

8:00-8:30	Sign-in and Networking
8:30-10:15	Continuous Improvement and Sustainability Planning
10:15-10:30	Break
10:15-12:00	Continuous Improvement and Sustainability Planning
12:00-1:15	Lunch- On Your Own
1:15-2:15	Breakout Sessions
2:30-2:40	Break
2:30-3:00	Closing Remarks

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

Employee Name Tonia M. Tatsey  
Building K. W. Bergan/Vina Chattin

Employee #**11493**  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/06/2019</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 MPDG Leadership Team Mtg./MT. Comprehensive Proj. Mtg. **(Attach Brochure/Agenda)**

Location Delta Colonial Hotel - Helena, Montana

Departure Date 03/06/2019      Return Date 03/06/2019

Departure Time 6 AM      Return Time 8:00 p.m.

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = \$ \_\_\_\_\_  
Per Diem 1 day @ \$36 = \$ 36.00

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

Sub Total \$ .00

Budget 115.05.465.2213.582.182 (100 %) \$ 36.00  
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**Check Total \$36.00**

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

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

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