

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 12, 2018



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: 05/31/2018

To: **Corrina Guardipee-Hall**
 Superintendent

From: Tonia M. Tatsey
Title: KW Vina Principal

Subject: **In State Travel: MPDG Grant Summer Institute**

Description: Tonia M. Tatsey request approval for travel to attend the 2018 Montana Preschool Development Grant Summer Institute in Helena, Montana on August 6-9, 2018.

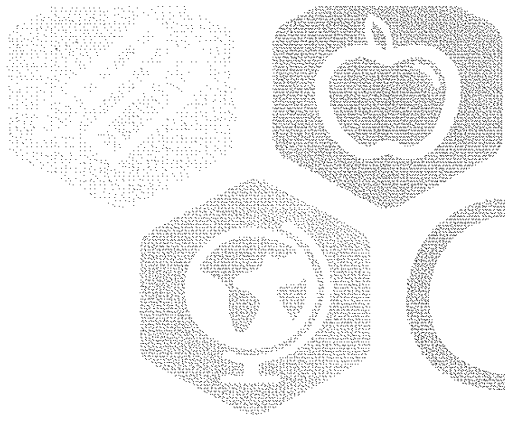
Financial Impact: **\$646.06** 115.05.465.2213.582.181

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: _____



HONORING THE
Greatness
IN YOU

MPDG Summer Institute

August 6-9

At the Radisson Hotel
in Helena

Save the
Date!

Sessions
will include:

Connecting Curriculum to Domains
of Learning

Staff Wellness

Continuous Improvement Cycle

Choice sessions on curriculum, instruction, leadership,
coaching, child guidance, family engagement,
and learning environments

2018 Summer Institute Save the Date

When: August 6-9, 2018

Where: Helena, MT

Hotel: Radisson

Who Should Plan to Attend: All preschool teachers, preschool Paraeducators/Teacher Assistance, Instructional Coaches, Family Engagement Coordinators, Program Leadership Team Members, and Kindergarten Teachers from your communities

Register Here: https://tofu.msu.montana.edu/cs/mpdq_si_2018/registration

Agenda

Monday: 8:30 – 4:00

- Summer Institute Welcome & Keynote
- Data Sharing and Updates
- Continuous Improvement Cycle
- Kindergarten Strand

Tuesday: 8:30 – 4:15

- Curriculum Support Sessions
- Program Showcase (optional evening event)

Wednesday: 8:30 – 4:15

- Choice Sessions
- Montana Wild Open House (optional evening event)

Thursday: 8:30 – 12:00

- Health and Wellness Sessions
- Closing & Keynote

Monday, Tuesday, and Wednesday plan for full days with some optional evening activities similar to last year. We will be offering the evening showcase event again to allow programs to network and learn from each other. We would love for your program to participate so please start planning which activities you would like to showcase so others can learn from you! Thursday will be a half day morning session only.

Please contact Jody Lehman (406) 444-2736, jody.lehman@mt.gov with any questions.

Thank you!

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Tonia M. Tatsey
Building KW Vina

Employee # 11493
Substitute Name NA

LEAVE REPORT

Date of Leave Aug. 5-9, 2018 Hours 32 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 Montana PreSchool Development Grant Summer Institute (Attach Brochure/Agenda)

Location Radisson Hotel in Helena Montana

Departure Date 08/5/2018

Return Date 08/9/2018

Departure Time 3:00 p.m.

Return Time 4:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 172 @ .545 = \$ 93.74

Per Diem 4 days @ \$35 = \$ 140.00

Registration PO# TBA = \$ 0.00

Hotel PO# TBA = \$ 412.32

Other PO# _____ = \$ 0.00

Other PO# _____ = \$ 0.00

Sub Total \$ 646.06

Budget 115.05.465.2213.582.181 (100 %) \$ 233.74

Check Total \$233.74

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____