

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 5-10-2022



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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:**   4-27-2022

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

**From:**    Wayne Bull Calf  
**Title:**     Transportation Supervisor

**Subject:**   **MAPT Transportation Training 2021-2022**

**Description:** Request travel to attend the MAPT Training for Transportation in Great Falls, MT June 22, 2022 to June 24, 2022. Transportation staff will be attending to fulfill the mandatory requirements for all bus drivers to have 15 hours of training every year.

**Financial Impact:** \$596.74

**Funding Source (Budget/grant, etc.):** 126/226-96-167-2710-0582

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

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

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

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

**2022 MAPT  
Conference Classes Times**

<b>Wednesday - June 22</b>	<b>Speaker</b>	<b>Class</b>	<b>TIME</b>	<b>Training Time</b>	<b>Zoom Time</b>	<b>ZOOM Class Time</b>
Class #W1 - 1st Aid/CPR (A/M)	Grayson-Stamper	4 - 2 hour Renewal Classes	8:00 - 5:00	0	FEE Class \$70.00	
Class #W2 (ABC rooms)	MAPT Training	Zoom classes: same as outside on Powerpoint	1:00 - 3:00	0	2	1:00 to 3:00
Class #W2A - Back parking lot	Mike Krout	Student Management	1:00 to 3:00	0.5		
Class #W2B - Back parking lot	John Lawrence	Evacuation Drills	1:00 to 3:00	0.5		
Class #W2C - Back parking lot	Big Sky Bus Lines	Student Loading/Unloading	1:00 to 3:00	0.5		
Class #W2D - Back parking lot	Big Sky Bus Lines	Situational Awareness	1:00 to 3:00	0.5		
Break			3:05 - 3:15			
Class #W4 (ABC rooms)	Clark Wheeler	Railroad Safety	3:15 - 5:15	2	2	3:15 - 5:15
BBQ - Off Site - Fairgrounds	I-State		5:30 - 6:30			
Vendor Show - Grand Ballroom			6:30 - 7:30			
Supervisor Training (Albert/Montana)	MAPT	Current Issues & Ryan Hahn	7:00-9:00 pm	2	FEE Class \$20.00	
<b>Thursday - June 23</b>						
Vendor Breakfast - ABC rooms -			6:30 - 7:45	Vendors talk at 7:30		
Class #T1 Grand Ballroom	Lori Osterberg	Distracted Driving	8:00 - 9:00	1	1	8:00 to 9:00
Class #T2 Grand Ballroom	Sara Evans	T.B.A.	9:10 - 10:10	1	1	9:10 to 10:10
Break			10:10 - 10:30			
Class #T3 Grand Ballroom	Sara Evans	T.B.A.	10:30 - 11:30	1	1	10:30 to 11:30
Lunch			11:40 - 12:40			
Class #T4 Grand Ballroom	Zada /Elliott	School Bus Crashes	12:45 - 1:30	1	1	12:45 to 1:30
Class #T5 Grand Ballroom	Ryan Hahn	Lead in for Keynote - T.B.A.	1:45 - 2:45	1	1	1:45 to 2:45
Class #T6 Grand Ballroom	MAPT Training	2022 Standards	2:55 - 3:55	1	1	2:55 to 3:55
Break			3:55 - 4:15			
Class #T7 Grand Ballroom	MAPT Training	2022 Standards	4:15 - 5:15	1	1	4:15 to 5:15
Assoc. Meetings (Grand Ballroom)	MSBDA	Contractors - (Alberta/Montana)	5:30 - 6:00			
Awards Dinner- ABC rooms			6:00 - 7:15			
BINGO - Grand Ballroom			7:30 - 9:00			
<b>Friday - June 24</b>						
Breakfast - ABC rooms			6:30 to 7:75			
Class#F1 - Keynote Grand Ballroom	Ryan Hahn	T.B.A.	8:00 to 10:00	2	2	8:00 to 10:00
Break			9:45 - 10:15			
Class #F2 - Grand Ballroom	Group Panel	Round Table Q & A	10:15 - 12:15	2	2	10:15 to 12:15
Class #F3 - (Lewis/Clark)	Walt Commans	ASE - Shop Folks Only	10:15 - 12:15	2		
Lunch - ABC rooms			12:25 - 1:00			
Business Meeting/Closing	ABC rooms	will need small stage with podium	1:00 - 1:30			
Up-dated- 3-8-2022			Total hours	21	17	Zoom hours

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

Employee Name Francis Bull Calf  
Building Transportation

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6-22,6-23,6-24</u>	<u>8,8,8</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 Montana Association for Pupil Transportation (Attach Brochure/Agenda)

Location Great Falls

Departure Date 6-22-2022

Return Date 6-24-2022

Departure Time 5:00am

Return Time 4:00pm

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 254 @ .585 ÷ = \$ 74.30  
Per Diem 3 days @ \$36 = \$108.00

Registration PO# \_\_\_\_\_ = \$175.00  
 Hotel PO# \_\_\_\_\_ = \$239.44  
 Other PO# Airfare \_\_\_\_\_ = \$ 0.00  
 Other PO# Luggage \_\_\_\_\_ = \$ 0.00

To be reimbursed: \_\_\_\_\_ Sub Total \$596.74

Budget 126/226-96-167-2710-582 (75/25 %) \$136.73 / \$45.57

**Check Total \$182.30**

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

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

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