

Browning Public Schools
Board Agenda Request

Meeting To Be Held: April 10, 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: 4/5/18

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In state travel:

Description: Request travel for Jeri Matt to attend an Immersion meeting between BPS and Crow Agency in Helena, MT on April 19 and April 20, 2018. Other staff attending: Robert Hall, Art Westwolf, Willamina Tailfeathers + 1. Training is facilitated by Mandy Smoker Broaddus, Director of Indian Education, at the Office of Public Instruction.

Financial Impact: \$396.34 ea

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

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

4/19/19

AM - Reflecting on our Dual Language Program with the Guiding Principles of Dual Language Education

--- participants dig into evidence base and use the Guiding principles of Dual Language to analyze their program and plan programmatic revisions.

PM - Communicating with families

--- how do we communicate with families on best practice support for language learner students? this workshop focuses on communication tools for supporting language and cultural development at home.

4/20/18

AM - Dual Language Curriculum

How do we design curriculum to teach language and content simultaneously? this session focuses on the principles of dual language curriculum design, with an introduction to helpful language proficiency standards.

PM - Instructional Practices for DL classrooms

Language learners require comprehensible input and abundant opportunities for meaningful practice. This session focuses on maximizing student interaction.

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Sample Leave Request

Employee # _____

Building Administration

Substitute Name NA

LEAVE REPORT

Date of Leave

4/19-20, 2018

Hours

16

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

SL Sick Leave

*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract) Relationship

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

***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 Immersion Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/18/18

Return Date 4/20/18

Departure Time 3:00 p.m.

Return Time 6:30 p.m.

Transportation: Personal Vehicle

District Vehicle

Professional Development

Mileage 344 ÷ 2 = \$ 93.74

Per Diem 2 days @ \$35 + \$15S. = \$ 85.00

Registration PO# _____ = \$ 0.00

Hotel PO# _____ = \$ 217.86

Other PO# Airfare = \$ 0.00

Other PO# Luggage = \$ 0.00

Sub Total \$396.34

Budget Budget per building/grant (75 %)

(25 %)

Check Total \$178.48

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____