

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/28/22



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 9/21/22

To: Board of Trustees
 Browning Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: Superintendent's Regional Summit Meetings 2022-2023

Description: Request travel to attend the following Regional Summit Meetings:

1. October, Data Literacy

- October 7 – Billings
- October 26 – Havre

2. February, Superintendent Spotlight with MT Superintendents

- February 10 – Billings
- February 17 – Havre

3. March - Cognia Support Opportunities with Cognia Team

- March 3 – Billings
- March 10 – Havre

4. April - Restorative Circles with Crystal Hickman

- April 7 – Billings
- April 21 – Havre

5. May - CNA Unpacking with OPI School Improvement Team

- May 12 – Billings
- May 19 – Havre

Funding Source (Budget/grant, etc.): 126/226.90.160.2320.582 Supt Budget

Attachment(s): Leave Request/Email

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

Hello, School Leaders!

I hope this email finds you healthy and well. My team and I would like to **invite you to join us for regular “Regional Summit” meetings throughout the 2022-23 school year**, which began in September and continues in October.

The purpose of ongoing summits is to foster communication and connections between stakeholders at CSI schools. This is also a way to give Tier 2 instruction and guidance while fostering regional relationships. We're hosting **two meetings per month – one in Billings and one in Havre**; you are welcome to **join at whichever location is most convenient for you** and your staff.

More details are contained in each registration form (linked below).

Please [register here](#) to attend the October 7th meeting in Billings (by Friday, September 30) or to attend the October 26 meeting in Havre. We will be discussing **Data Literacy and Use with Nicole Frieling**. Your administrators will gain the following from this work session:

- How to use the data you already collect
- Data literacy
- Time to work with your team to create a plan moving forward

Future Regional Meetings

February - Superintendent Spotlight with MT Superintendents (TBD)

- February 10 – Billings
- February 17 – Havre

March - Cognia Support Opportunities with Cognia Team

- March 3 – Billings
- March 10 – Havre

April - Restorative Circles with Crystal Hickman

- April 7 – Billings
- April 21 – Havre

May - CNA Unpacking with OPI School Improvement Team

- May 12 – Billings
- May 19 – Havre

Links to register for these meetings (including more details on each) will be sent prior to each event.

Thank you and we look forward to seeing you in October!

Aimee Konzen

Director of School Improvement
School Innovation and Improvement
Montana Office of Public Instruction

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- Website: <http://opi.mt.gov/>
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**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Corrina Guardipee-Hall
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</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 Superintendent's Regional Meetings **(Attach Brochure/Agenda)**

Location Billings or Havre, MT

Departure Date 10/6/22

Return Date 10/8/22

Departure Time 1:00 p.m.

Return Time 2:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 692 x .625 = \$ 432.50

Per Diem 2 day @s \$51 + \$20S = \$ 102.00

Registration PO# _____ = \$ 0.00

Hotel PO# _____ = \$ 145.00

Other PO# Airfare = \$ 0.00

Other PO# Luggage = \$ 0.00

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$679.50 or \$411.00

Budget 126.90.160.2320.582 (75 %) \$

226.90.160.2320.582 (25 %) \$

Check Total \$

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____