

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/10/19



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: 8/30/19

To **Corrina Guardipee-Hall**
 Superintendent

From: Matthew Johnson
 Title: Alternative Education Director

Subject: In State Travel - School Related Leave Only

Description: Request travel for Matthew Johnson to attend the Restorative Justice Training Resolutions Northwest at Kalispell, Montana September 24, 2019 and September 25, 2019.

Financial Impact: School Related Leave Only

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

Attachment(s): Agenda/Travel Request

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

Comments: _____

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

Restorative Justice Training Resolutions Northwest

Brought to you by The MT Office of Public Instruction
Substance Abuse Mental Health Service Administration (SAMHSA SM80138) funded
Systems of Care Tribal Wraparound Project

[RESOLUTIONS] NORTHWEST

Resolutions Northwest is partnering with Montana Office of Public Instruction to assist with facilitating a gathering where youth, elders, school staff and community members can envision how they want to begin or continue restorative practices in their school communities.

We will offer structure and support for our time together but will center and defer to the local wisdom and expertise in all activities and implementation planning.

Registration Info:

To register or for more information please contact Stephanie Iron Shooter at SIronShooter@mt.gov

Location: Best Western Plus Flathead Lake Inn & Suites
4824 US-93 S
Kalispell, MT 59901

September 23rd, 2019

9am-12pm Youth Restorative Justice Leadership Gathering

1pm-3pm Elder Restorative Justice Leadership Gathering

4-5pm Youth and Elder Combined Gathering

September 24th & 25th 2019

9am-4pm Facilitated Dialogue & Restorative Justice Workshop

For hotel reservations please call:

Best Western Flathead Lake Inn & Suites

406-857-2400

Hampton Inn Kalispell

406-755-7900

The hotel room blocks are available at the state rate, but reservations must be made by **September 6, 2019.**

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

Employee Name Matthew Johnson
Building WBHA

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/24/19 & 9/25/19</u>	<u>17 hrs</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 Restorative Justice Training Resolutions Northwest **(Attach Brochure/Agenda)**

Location Kalispell, Montana

Departure Date 9/24/19 Return Date 9/25/19

Departure Time 6:00 a.m. Return Time 6:00 p.m.

Transportation:	<input checked="" type="checkbox"/> Personal Vehicle	Mileage _____	= \$ 0.00
	<input type="checkbox"/> District Vehicle	Per Diem _____	= \$ 0.00
	<input type="checkbox"/> Professional Development		
	<input type="checkbox"/> Registration PO# _____		= \$ 0.00
	<input type="checkbox"/> Hotel PO# _____		= \$ 0.00
	<input type="checkbox"/> Other PO# Airfare _____		= \$ 0.00
	<input type="checkbox"/> Other PO# Luggage _____		= \$ 0.00

To be reimbursed: _____

Sub Total \$ 0.00

Budget _____ (75 %) \$ 0.00
_____ (25 %) \$ 0.00

Check Total \$ 0.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____