

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/18/2018



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: 04/18/18

To: **Corrina Guardipee-Hall**
 Superintendent

From: Kimberly Tatsey-McKay
Title: Montana SOARS GMP Director

Subject: **In State Travel- Applied Suicide Interventions Skills Training for Trainers in Helena, Montana.**

Description: Kimberly Tatsey-McKay, Montana SOARS Good Medicine Program Director, is requesting in state travel to attend the Applied Suicide Interventions Skills Training for Trainers in Helena, Montana on June 24-29, 2018. This training is in-line with the suicide prevention trainings required for the grant.

Financial Impact: **\$908.74**

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

Attachment(s): Leave Request/Agenda

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

Comments: _____

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



ASIST Training for Trainers (T4T) Schedule

NOTE: Candidates must attend all sessions.

Day 1

- 0815–0830 Candidates are welcomed to T4T. Trainer expectations are outlined.
- 0830–1230 Candidates experience an ASIST workshop as a participant and get to know other candidates through that medium.
- 1230–1330 Lunch
- 1330–1630 ASIST workshop continues.

Day 2

- 0830–1230 ASIST workshop continues.
- 1230–1330 Lunch
- 1330–1630 ASIST workshop continues.
- 1630–1715 Candidates begin transition to the trainer role. “Do you want to work toward becoming a trainer of this workshop?”

Day 3

- 0830–1200 Candidates transition to the trainer role. The design of ASIST is presented. Days 3, 4 and 5 of the T4T are overviewed.
- 1200–1300 Lunch
- 1300–1700 Candidates are in coaching groups onsite (at the training location) or doing self-study, preparing to present a part of Day 1 of the ASIST workshop.
- 1730–2030 Candidates continue to prepare to present a part of Day 1 of the ASIST workshop. Those who were in coaching groups in the afternoon are doing self-study. Those who were doing self-study are in coaching groups.

Day 4

- 0830–1300 Candidates present the parts of Day 1 of the workshop that they have been preparing for.
- 1300–1400 Lunch
- 1400–1700 Candidates are in coaching groups onsite (at the training location) or doing self-study, preparing to present a part of Day 2 of the ASIST workshop.
- 1730–2030 Candidates continue to prepare to present a part of Day 2 of the ASIST workshop. Those who were in coaching groups in the afternoon are doing self-study. Those who were doing self-study are in coaching groups.

Day 5

- 0830–1245 Candidates present the parts of Day 2 of the workshop that they have been preparing for.
- 1245–1345 Lunch
- 1345–1600 The T4T course is debriefed. Marketing and issues in implementation at the local level are covered.

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

Employee Name Kimberly Tatsey-McKay
Building Good Medicine Program

Employee #
Substitute Name

LEAVE REPORT

| <u>Date of Leave</u> | <u>Hours</u> | <u>Type of Leave</u> |
|------------------------------|--------------|----------------------|
| <u>6/25/2018 - 6/29/2018</u> | <u>40</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 Applied Suicide Interventions Skills Training for Trainers (Attach Brochure/Agenda)

Location Helena, Montana

Departure Date 6/24/2018

Return Date 6/29/2018

Departure Time 4:00 pm

Return Time 7:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 @ 545/2 = \$ 93.74

Per Diem 5@35 +15 = \$ 190.00

| | |
|---|--------------------|
| <input type="checkbox"/> Registration PO# _____ | = \$ <u>0</u> |
| <input checked="" type="checkbox"/> Hotel PO# <u>31135</u> | = \$ <u>625.00</u> |
| <input type="checkbox"/> Other PO# _____ | = \$ <u>0</u> |
| <input type="checkbox"/> Other PO# _____ | = \$ <u>0</u> |

Sub Total \$ 908.74

Budget Montana SOARS: GMP Budget (100 %) 115.90.465.2213.582.206
(%)

| |
|------------------------------------|
| Check Total <u>\$283.74</u> |
|------------------------------------|

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____