

Browning Public Schools
Board Agenda Request
Meeting to Be Held: October 25, 2017



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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: October 18, 2017

To: **Corrina Guardipee-Hall**
 Superintendent

From: Sicily Bird
Title: Napi Principal

Subject: In State Travel: MBI Youth Days

Description: Request approval for travel for Jessica Racine to attend MBI youth days with a group of 12, 6th grade students and 1 other chaperone, Cody Henderson. The conference will focus on sense of purpose, leadership, and confidence to take action. This conference will be held in Helena November 12th and 13th 2017. All costs will be reimbursed back to the school from OPI.

Financial Impact: Reimbursable from OPI

Funding Source (Budget/grant, etc.): Napi discretionary budget

Attachment(s): travel request, conference agenda

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

Comments: _____

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

TO: Montana Middle Schools and High Schools

FROM: Joe Moriarty (MBI Consultant and Youth Days Coordinator)

RE: MBI Youth Days

DATE: September 2017

Greetings! The Office of Public Instruction and Special Olympics Montana are once again proud to sponsor MBI Youth Days in five different locations for the fall of 2017. Youth Days has positively impacted schools across Montana for the past 15 years and continues its mission to create a student forum for cultivating leadership skills, networking, service learning, and building the confidence to make positive contributions to both school and community.

The theme for the 2017 Youth Days is– *Sense of Purpose.* For the fourth year, MBI is partnering with Special Olympics Montana in their unified strategies for schools. Together we will address the eight conditions for student aspirations as identified by the Quaglia Institute. Special emphasis will be placed on **sense of purpose, leadership and confidence to take action.** This team effort will include a number of student-led activities. Please note that schools may be contacted in advance to solicit some additional student involvement and leadership with a number of the planned activities.

An **invitation** is extended to you and your middle school and high school students to participate in the 2017 MBI Youth Days. Each event will begin on the respective Sunday with check in beginning at 1:00 p.m. and the official start at 2:00 p.m. A meal will be served on Sunday evening at 5:30 p.m. with activities concluding around 8:00 p.m. On Monday, we will begin at 8:00 a.m. and conclude by 2:30 p.m. Both breakfast and lunch will be provided on Monday. Your school will be reimbursed for travel, lodging (if you should need it) and per diem at the current state rates. Schools will receive a district reimbursement form at the event. Following are the dates and locations:

Dates	City	Venue / Address	Phone
10/8 – 10/9	Great Falls	Hilton Garden Inn, 2520 14 th St	452-1000
10/29 – 10/30	Missoula	Holiday Inn, 200 S Pattee St.	721-8550
11/5 – 11/6	Glasgow	Cottonwood Inn, 54250 US-2	228-8213
11/12 – 11/13	Helena	Radisson Inn, 2301 Colonial Dr.	443-2100
12/3 - 12/4	Billings	Red Lion, 1223 Mallowney Ln	248-7151

Ask for the Youth Days block of rooms when making your team’s lodging reservations.

Online Pre-registration

Please plan to attend this event and bring 5 to 12 student participants. You may bring both a middle school team and a high school team with each having the 5-12 student participants. Youth Days suggest at least one chaperone per 5 students. In selecting your students, please include a broad spectrum of your student population, including student leaders and future student leaders. A cross section of your student population is ideal in promoting diverse ideas and thoughts.

It is important that you commit to attend for **both** days in order for students to experience the full benefit of the conference. **Please complete the online Registration form and submit by the given deadline indicating the number and names of both students and staff who will be attending. This is important to adequately plan for meals and/or other activities.** We want to make sure every person has something to eat and that there are enough service sites for all.

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

Employee Name Sample Leave Request
Building Napi Elementary

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/13/17</u>	<u>8 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 MBI Youth Days **(Attach Brochure/Agenda)**

Location Helena, Montana

Departure Date 11/11/17

Return Date 11/13/17

Departure Time 3:00 p.m.

Return Time 8:30 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = -0-
Per Diem _____ = -0-

Registration PO# _____ = -0-
 Hotel PO# _____ = -0-
 Other PO# _____ = -0-
 Other PO# _____ = -0-

Sub Total -0-

Budget _____ (_____ %)
_____ (_____ %)

Check Total \$ 0.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____