

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



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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:**   9/3/19

**To**                      **Corrina Guardipee-Hall**  
   Superintendent

**From:**   Nikki Hannon  
   Title:   PCOP Director

**Subject:**   **2019 Montana Director's Symposium**

**Description:** Nikki Hannon, Director of the Parent Community Outreach Program, requests travel to attend the 15<sup>th</sup> Annual Montana Director's Symposium for Early Childhood in Helena, MT on September 26-27, 2019.

**Financial Impact:** \$531.66

**Funding Source (Budget/grant, etc.):** 170.72.920.3200.582

**Attachment(s):** travel request and agenda

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)                       Approved                       Denied                       Tabled to: \_\_\_\_\_

# Event Details

## 2019 Directors' Symposium

EVENT ID: 508614  
📊 INTERMEDIATE

📅 Thursday, September 26 - Friday, September 27, 2019

🕒 8:00am to 3:00pm

(10.00 Hours)

This training is open only to CENTER DIRECTORS who are current on the Practitioner Registry

### Learning Objectives

Participants will be able to:

COURSE ID 531018

1. Gain strategies for motivating staff
2. Gain strategies for creating a community of staff who are dedicated
3. Gain ideas and strategies for maintaining staff

### Course Overview

Tom McMakin, CEO of Bozeman based Profitable Ideas Exchange and author of two books, will lead participants through a lively and engaging discussion around building a community of staff who are motivated and dedicated to their work. McMakin served as CEO of the Great Harvest Bread Company based in Dillon, Montana which, under his leadership, went on to grow enormous by selling franchises. Tom has a wonderful perspective for providing strong leadership and growing relationships that will help Directors maintain their staff and increase staff dedication to their programs.

### Location

#### Doubletree by Hilton Helena

22 North Last Chance Gulch  
Helena, MT 59601

County Lewis And Clark

### Hours/Credits/CEUs

10.00 Hours

### Level

Intermediate

### Registration

Event Fee  
\$25.00

9/12/2019

**Required?**  
Yes

General Continuing Education

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## Event Category

Early Childhood

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## Contact

**Ann Klaas (Email)**  
(mailto:ann.klaas@montana.edu)

**The Montana Early Childhood Project**  
PO Box 173540  
Bozeman, MT 59717

Phone (406) 404-1626  
Fax (406) 994-7555  
<http://www.mtecp.org>  
(<http://www.mtecp.org>)

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## Applies Toward

General Course

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## Knowledge Base Content Area(s)

Professionalism (10 Hours)

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## Trainers

Various

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## CDA Content Areas

Maintaining a commitment to professionalism (10 Hours)

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## Sponsor

The Montana Early Childhood Project

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## Target Audience

Administrators

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## Training Funder

Other

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## Ages Addressed

Adults

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## Training Methods

Lecture

Small Group Discussion

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

Employee Name Julia Nikki Hannon  
 Building PCOP

Employee #11194  
 Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/26/19-9/27/19</u>	<u>16</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 15<sup>th</sup> Annual Montana Director's Symposium (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 9/25/19

Return Date 9/27/19

Departure Time 4:00 p.m.

Return Time 6:00 PM

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 344x.58 = \$199.52

Per Diem 2 Days @ \$36 + 1D @ \$15 = \$ 87.00

Registration PO# \_\_\_\_\_ = \$ 25.00

Hotel PO# \_\_\_\_\_ = \$220.14

Other PO# \_\_\_\_\_ = \_\_\_\_\_

Other PO# \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$531.66**

Budget 170.72.920.3200.582 (100 %) 286.52

**Check Total \$286.52**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_