

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/11/21



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: 5/4/21

To **Corrina Guardipee-Hall**
 Superintendent

From: Robert Hall
Title: Director of BNAS

Subject: BNAS Immersion/IEFA Summer Session

Description: Request travel to view and discuss BPS Immersion Program which is 50/50 Spanish and English. Trip will be used to visit UM campus as a team to solidify team work and cooperation. BNAS Immersion teachers also attending: Lea Whitford, Renee Potts, Samantha Grant, Marci Burd, Willamina Tailfeathers, Shaylea Tatsey, Anna Armstrong, Leo Bird.

Financial Impact: \$4,231.26

Funding Source (Budget/grant, etc.): NAL 115.90.400.1700.582.440

Attachment(s): travel request

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

Comments: _____

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

From: **Billie Jo Juneau** BillieJoJ@bps.k12.mt.us
Subject: Fwd: Visit
Date: April 27, 2021 at 5:01 PM
To: Lea Whitford leaw@bps.k12.mt.us, Robert Hall roberth@bps.k12.mt.us



----- Forwarded message -----

From: **Julie Robitaille** <jrobitaille@mcpsmt.org>
Date: Tue, Apr 27, 2021 at 4:32 PM
Subject: Re: Visit
To: Billie Jo Juneau <billiejoj@bps.k12.mt.us>

Hi Billie Jo,

Thank you for reaching out. Monday, May 17th is our only remote learning day in May so that date could work. Many teachers work from home on remote days. We do have a staff meeting via google meet at 10 and we are hosting an outdoor kindergarten orientation day in the afternoon.

Would you like to visit in person? If so, what are you hoping to see or learn? Our program has been altered this year due to COVID but we are trying to stay true to our 50/50 model K-4 and a thirds model at 5th grade.

When students are here, we have not allowed visitors, but with a remote day, perhaps we can make something happen.

Let me know what you are thinking and we'll see what we can do!

We would love to learn from you as well.

Julie Robitaille
Principal, Paxson Elementary
jrobitaille@mcpsmt.org
406-542-4055

On Tue, Apr 27, 2021 at 1:53 PM Billie Jo Juneau <billiejoj@bps.k12.mt.us> wrote:

Hi Julie,

I am wondering if it would be possible for a few staff member from Browning Public Schools to visit Paxson May 17. We have had turn over, as well as added staff our immersion program. When we had first started our program we had visited Paxson. I understand with COVID this may not be possible but please let me know if it is. Those staff members that would be visiting have all been vaccinated.

Thanks so much,

Billie Jo Juneau

Director of Curriculum and Assessment
Browning Public Schools

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Robert Hall
Building B/NAS

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/16/2021 - 5/18/2021</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 Immersion visit to Paxon School (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 5/16/2021

Return Date 5/18/2021

Departure Time 2:00 pm

Return Time 5:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 204 @ .535 ÷ 2 = \$114.24

Per Diem 1 day @ \$35 + \$12L + 9B = \$ 57.00

☐ Registration PO# _____ = \$ - 0.00
☒ Hotel PO# _____ = \$274.00
☐ Other PO# _____ = \$ - 0.00
☐ Other PO# _____ = \$ - 0.00

Sub Total \$ 445.24

Budget 115.90.400.1700.582.440 (100 %) 171.24
(_____ %)

Check Total \$171.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

