

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 14, 2022



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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:**        5/24/2022

**To:**            **Corrina Hall Guardipee**  
                    Superintendent

**From:**        Rebecca Rappold  
                    Title:        Director of Curriculum

**Subject: In State Travel: Montana Summer Institute 2021-2022**

**Description:** Out of district travel request for BHA Director Matthew Johnson and BHS Assistant Principal Michael Comes At Night to attend the Montana Summer Institute to be held in Bozeman, MT on the MSU Campus June 20-23, 2022. This year's Institute will focus on SEL, PBIS, trauma informed practices, and best practices in implementing MTSS.

**Financial Impact: \$2,089.15 ea**

**Funding Source (Budget/grant, etc.)** ESSER 115.90.785.2213.582.633

**Attachment(s):**    Agenda/Leave Report/Travel Request Attached

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

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

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



# OPI 2022 Summer Institute Schedule

Montana State University, Primary Location: Strand Union Building (SUB)

Monday June 20	Tuesday June 21	Wednesday June 22	Thursday June 23	Friday June 24
Badge pickup starts at 7:15 am	Early Bird Sessions 7:15-8:15 am	Early Bird Sessions 7:15-8:15 am	Early Bird Sessions 7:15-8:15 am	
<b>Welcome &amp; Keynotes</b> 8:30-11:30 am <i>Tessie Rose Bailey - Lessons Learned From 20 Years of MTSS Implementation</i> <i>Bella Bikowsky - Mental Health Embedded into MTSS</i>	<b>14 Morning Workshops</b> 8:30-11:30 am	<b>Keynotes</b> 8:30-11:30 am <i>Tribal Elders &amp; Youth Panel: Youth Like to Run, Our Elders Know the Path</i> <i>Peter Liljedahl - Building Thinking Classrooms</i>	<b>14 Morning Workshops</b> 8:30-11:30 am	<b>12 Morning Workshops</b> 8:30-11:30 am
11:45 am-1:00 pm <i>MTSS Team Time</i> <i>*College Credit info session</i>	<b>Lunch &amp; Learns</b> 11:45 am-1:00 pm <i>MTSS Team Time</i>	<b>Lunch &amp; Learns</b> 11:45 am-1:00 pm <i>MTSS Team Time</i>	<b>Lunch &amp; Learns</b> 11:45 am-1:00 pm <i>MTSS Team Time</i>	Renewal unit and college credit checkout.
<b>13 Afternoon Workshops</b> 1:15-4:15 pm	<b>13 Afternoon Workshops</b> 1:15-4:15 pm	<b>14 Afternoon Workshops</b> 1:15-4:15 pm	<b>13 Afternoon Workshops</b> 1:15-4:15 pm	
<i>*College Credit info session</i> <i>MTSS Team Time</i> <b>Movie Night</b> 4:30-5:30	<i>MTSS Team Time</i> <b>Best Practice Expo</b> 4:30-6:00 pm	<i>MTSS Team Time</i>	<i>MTSS Team Time</i>	

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

Employee Name Sample Travel Request  
Building \_\_\_\_\_

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
June 20 -23, 2022	40	School Related
_____	_____	_____

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 OPI Summer Institute (Attach Brochure/Agenda)

Location Bozeman, Mt.

Departure Date June 19, 2022

Return Date June 24, 2022

Departure Time 12:00 Noon

Return Time 7:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage	<u>534 ÷ 2 x .585</u>	= \$ <u>156.20</u>
Per Diem	<u>5 days @ \$36 + 15</u>	= \$ <u>195.00</u>
<input checked="" type="checkbox"/> Registration PO#	<u>No Cost</u>	= \$ <u>0.00</u>
<input checked="" type="checkbox"/> Hotel PO#	<u>47507</u>	= \$ <u>1737.95</u>
<input type="checkbox"/> Other PO#	<u>Airfare</u>	= \$ <u>0.00</u>
<input type="checkbox"/> Other PO#	<u>Luggage</u>	= \$ <u>0.00</u>

**Sub Total \$2089.15**

Budget 115.90.785.2213.582.633 (100 %) \$351.20  
(25 %)

**Check Total \$351.20**

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

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

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