

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/28/22



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       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:**   9/15/22

**To:**   Corrina Guardipee-Hall  
            Superintendent

**From:**   Toni Tatsey  
**Title:**   Principal

**Subject: In State Travel: Executive Leadership Academy 2022-2023**

**Description:** Request travel for Corrina Guardipee-Hall, Toni Tatsey, Dennis Juneau (Substitution if needed) to attend the Executive Leadership Academy in Helena, Mt. on the following dates; February 23-25, 2023, March 16-18, 2023, April 13-15, 2023, and May 5, 2023. The training session focuses on building relationships throughout the cohort and beginning to determine capstone team members.

**Financial Impact: \$543.48 per person (Est)**

**Funding Source (Budget/grant, etc.):** 115.90.787.2213.582.634 ESSER III Learning Loss

**Attachment(s):** Leave Request/Agenda

**Superintendent Action:**    Approved    Denied    Deferred   Initial & date: \_\_\_\_\_

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

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



September 2, 2022

Congratulations, Toni!

The Montana Office of Public Instruction is pleased to inform you that you have been selected to participate in the **2022-2023 Montana Executive Leadership Academy**. The second cohort of Montana's most promising leaders will have the opportunity to learn and work closely with some of the nation's top scholars, practitioners, and educational entrepreneurs.

The next course session for the Academy will be held in Helena, Mt from Thursday, September 22nd to Saturday, September 24<sup>th</sup>. The schedule for this month's academy sessions is as follows:

- Thursday, September 22 - 5:00 p.m. to 9:00 p.m.
- Friday, September 23 - 8:00 a.m. to 4:00 p.m.
- Saturday, September 24 - 8:00 a.m. to 11:00 a.m.

Dinner will be served on Thursday evening, and lunch will be served during Friday's session. If you have a laptop or notebook, we kindly request that you bring the device with you to all monthly course sessions.

The following is a *tentative* list of scheduled course sessions and topics for the 2022-2023 Academy:

- August 18-20, 2022 - A Gathering
- September 22-24, 2022 - What Do You Mean by "Learning"? – in person
- October 13-15, 2022 - Leading Great Instruction - Virtual
- November 4-6, 2022 - Family and Community as Partners in Education - Virtual
- January 26-28, 2023 – Evaluation Instructional Choices & Assessment methodologies – Using Math as a Model - Virtual
- February 23-25, 2023 - Rethinking Education – In-person
- March 16-18, 2023 – The Impact of a Mathematical Mindset on Learning – In person
- April 13-15, 2023 – Recruitment and Retention – It is All About You – In-person
- May 5, 2023 - Bringing it All Together – In person

Helena lodging with a special rate has been acquired at: The Residence Inn 406-443-8010 or the Home2Suites 406-502-2222. Please identify that you are part of the Executive Leadership Academy and they will provide you the rate of \$103.00 + tax per night. The block is reserved until September 12, 2022.

After review of this information, should you have any questions, please do not hesitate to reach out to Jen Jaeger at (702) 241-0316 or via email at [jen.jaeger@lionv.org](mailto:jen.jaeger@lionv.org).

We look forward to working with you, and again, extend our sincere congratulations. Enthusiastically,

Sharyl Allen, Deputy Superintendent



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

Employee Name Sample Request  
Building Administration/K.W.Bergan

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>Feb March April, May (Thursday)</u>	<u>4 Hrs</u>	<u>School Related</u>
<u>Feb March April, May (Friday)</u>	<u>8 Hrs</u>	<u>School Related</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 Executive Leadership Academy (Attach Brochure/Agenda)

Location Helena Mt.

Departure Date Feb March April May

Return Date Feb March April May

Departure Time 1:00 p.m.

Return Time 4:00 p.m.

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 344 x .625=\$ 215.00  
Per Diem 2 days at \$51.00 =\$ 102.00

Registration PO# No Charge=\$ 0.00  
 Hotel PO# =\$ 226.48  
 Other PO# =\$ 0.00  
 Other PO# =\$ 0.00

**Sub Total \$543.48**

Budget 115.90.787.2213.582.634 ( %) \$317.00  
(            %)

**Check Total \$317.00**

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

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

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