

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/14/20



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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:**      1/6/20

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

**From:**   Matthew Johnson  
**Title:**    Alternative Education Director

**Subject:** School Related Leave Only

**Description:** Request School Related Leave for Matthew Johnson and travel for Billie Jo Juneau to attend the Montana Principals Conference at Fairmont Hot Springs Resort January 26-28, 2020.

**Financial Impact:** **Matthew Johnson (School Related Leave Only); Billie Jo Juneau (\$703.05)**

**Funding Source (Budget/grant, etc.):** All costs to be charged against budget for respective building/department/program/grant as applicable.

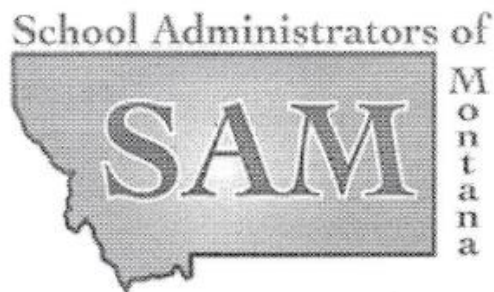
**Attachment(s):** Agenda/Travel Request

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

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

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



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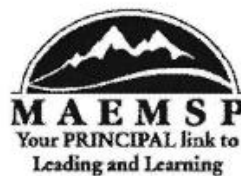
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## **Montana Principals Conference**



**Montana Principals Conference 2020**

***It Only Takes One!***

**Save the Date: January 26-28, 2020**

**Fairmont Hot Springs Resort**

**Overflow Hotel Block - Butte Copper King Convention Center or call (406) 565-5001**

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## Sunday, January 26, 2020

10:00 - 11:00 am - SAM Investment/Finance Committee Meeting

11:00 - 1:00 pm - SAM Board Meeting

12:00 - 1:00 pm - Registration

1:00 - 5:00 pm - MT Principals Pre-Conference

1:00 - 1:15 pm - Welcome and Introductions

1:15 - 3:00 pm - Ryan Sheehy - *Be the One for Kids*

3:00 - 3:15 pm - Break and Visit with Business Partners & Exhibitors

3:15 - 4:30 pm - Ryan Sheehy - *Be the One for Kids*

4:30 - 5:30 pm - Wrap up of day, visit with Business Partners & Exhibitors and social

**6:00 - 8:00 pm - MAEMSP Board Meeting**

**6:00 - 8:00 pm - MASSP Board Meeting**

## Monday, January 27, 2020

7:00 - 8:00 am - Hot Breakfast and Registration

8:00 - 8:15 am - Welcome and Introductions

8:15 - 10:00 am - Adam Welcome - *Kids Deserve It* - Watch Adam Welcome Video

10:00 - 10:20 am - Break and Visit with Business Partners & Exhibitors

10:25 - 12:00 pm - Adam Welcome - *Kids Deserve It* - Watch Adam Welcome Video

12:15 - 1:30 pm - Lunch and MAEMSP/MASSP Business Meetings (speeches for candidates)

1:30 - 2:30 pm - Break out session 1 -

Hannah Nieskens-Student Centered Leadership

Kris Minard-

Bea Kaleva -

2:30 - 3:00 pm - Break and Visit with Business Partners & Exhibitors giveaways

3:00 - 4:00 pm - Break out session 2

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Kris Minard -  
Jon Konen and Travis Neimeyer  
Bea Kaleva -

4:00 - 5:00 pm - Leader to Leader Event (break into two groups - K-8 and 6-12 with start up questions)  
5:30 - 6:30 pm - Opening Rounds of Cornhole Tournament  
5:30 - 6:30 pm - Hospitality Hour - Sponsored by Lifetouch  
6:30 - 9:00 pm - MAEMSP/MASSP Awards Banquet (ugly sweater)  
Featuring NAESP President Dave Wick  
Featuring NASSP

9:00 - 11:00 pm - Live Music by Intermission  
9:00 - 11:00 pm - Final Rounds of Cornhole Tournament

## **Tuesday, January 28, 2020**

7:15 - 8:15 am - Hot Breakfast  
8:15 - 8:30 am - Introductions  
8:30 - 9:30 am - Break out session 1  
Dr. Andy Jacks  
OPI

9:30 - 10:00 am - Break  
10:00 - 11:00 am - Break out session 2  
Dave Wick, NAESP President

11:00 - 11:45 am - Closing Speaker - Dr. Andy Jacks - *Refusing to Fail*  
11:45 - 11:50 am - Closing remarks, regional drawings and slide show from Lifetouch

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**BROWNING PUBLIC SCHOOLS**

**Leave Report/Travel Request**

**Employee Name** Matthew Johnson

**Employee #** 11383

**Building** WBH

**Substitute Name** \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/27/20</u>	<u>8</u>	<u>SR/Only</u>
<u>1/28/20</u>	<u>8</u>	<u>SR/Only</u>

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

☒ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**

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

**TYPE OF LEAVE**

<b>AN</b> Annual	<b>PL</b> Personal Leave	<b>ALWO</b> Approved Leave W/O Pay
<b>SL</b> Sick Leave	<b>JD</b> Jury Duty (attach verification)	<b>ULWO</b> Unapproved Leave w/o Pay
<b>*EX/SR</b> Extra-Curricular/School Related	<b>NG</b> National Guard	<b>SWP</b> Suspended w/Pay
	<b>FN</b> Funeral _____	<b>SWOP</b> 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** Montana Principals Conference 2020 **(Attach Brochure/Agenda)**

**Location** Fairmont Hot Springs Resort - Montana

**Departure Date** January 26, 2020

**Return Date** January 28, 2020

**Departure Time** 6:00 AM

**Return Time** 7:00 PM

**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** School Related Leave Only

**Check Total** -0-

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

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

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

## BROWNING PUBLIC SCHOOLS

## Leave Report/Travel Request

Employee Name Billie Jo JuneauEmployee # 11383Building Administration

Substitute Name \_\_\_\_\_

## LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/27/20</u>	<u>8</u>	<u>SR/Only</u>
<u>1/28/20</u>	<u>8</u>	<u>SR/Only</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 Montana Principals Conference 2020 (Attach Brochure/Agenda)Location Fairmont Hot Springs Resort - MontanaDeparture Date January 26, 2020Return Date January 28, 2020Departure Time 2:00 PMReturn Time 7:00 PM

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 334 x .575 ÷ 2 = \$192.05  
 Per Diem 2 days @ \$36+\$15 = \$ 87.00

☒ Registration PO# \_\_\_\_\_ = \$215.00  
☒ Hotel PO# \_\_\_\_\_ = \$205.00  
☐ Other PO# \_\_\_\_\_ = -0-  
☐ Other PO# \_\_\_\_\_ = -0-

Sub Total \$703.05

Budget 126.90.160.2490.582 (75%) \$209.29  
226.90.160.2490.582 (25%) \$ 69.76

**Check Total \$279.05**

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

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

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