

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/8/19



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: 10/4/19

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel - HEC Panel Discussion**

Description: Request approval to travel for myself and Matthew Johnson to be panelists for the Higher Education Consortium at MSU-Norther in Havre, MT on November 14 & 15, 2019 to discuss restorative practice.

Financial Impact: \$392.60

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

Attachment(s): **Leave Requests/Invitation**

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

Comments: _____

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



Purpose: *To meet as the Montana Teacher Training Programs to discuss critical issues related to preparing future teachers and administrators for Montana schools; also, to increase networking and collaboration between teacher training programs staff throughout the State.*

Topics: *Preparing teacher candidates and building the capacity of faculty members to learn more about Implementation Science and Trauma and Restorative Practices for those experiencing trauma.*

Outcomes: *Participants will:*

- *Increase knowledge regarding Implementation Science*
- *Increase knowledge of Trauma and Restorative Practices*
- *Receive updates from the Montana Office of Public Instruction*
- *Network and share during Jobs Alike discussions*

Agenda | November 14, 2019

12:00 – 1:00 Group Working Lunch

Welcome to University of Montana – Northern and Stone Child College

- Congratulations Jody!
- HEC Member Introductions
- Review the Agenda and Materials

John Copenhaver

1:00 – 2:15	Understanding the Latest Developments with Education Implementation Science	TBA
2:15 – 2:30	Break	
2:30 – 3:15	Continued Implementation Science	
3:15 – 4:15	HEC Jobs Alike Discussions <ul style="list-style-type: none"> - Special Education – <i>Jody Bartz</i> - General Education – <i>Estee Aiken</i> - Education Leadership – <i>Jayne Downing</i> 	
4:15 – 4:45	HEC Jobs Alike Reports	
4:45	Adjourn	
6:00	Social Networking	

Agenda | November 15, 2019

7:45 – 8:15	Light Breakfast	
8:15 – 8:30	Review the Agenda and Announcements	<i>John Copenhaver</i>
8:30 – 9:15	Office of Public Instruction	TBD
9:15 – 10:30	Trauma and Restorative Practices Panel Discussion <ul style="list-style-type: none"> - <i>Sara Cole, Kalispell Public Schools SPED Director</i> - <i>Matthew Johnson, Principal of Buffalo Hide Academy, Browning</i> - <i>Corrina Guardipee-Hall, Superintendent of Browning Public Schools</i> - <i>Representatives from Center for Restorative Youth Justice</i> - 	
10:30 – 10:45	Networking Break	
10:45 – 11:45	Restorative Practices Continued	TBA
11:45 – 12:00	<ul style="list-style-type: none"> - IHE Announcements and Updates - Concluding Remarks - Spring Meeting Dates and Possible Topics 	<i>Estee Aiken</i> <i>Jody Bartz</i>
12:00	Adjourn	

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u> <u>11/14/19 - 11/15/19</u>	<u>Hours</u> <u>16</u>	<u>Type of Leave</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 HEC Fall 2019 Meeting (Attach Brochure/Agenda)

Location Havre, MT

Departure Date 11/14/19

Return Date 11/15/19

Departure Time 8:00 a.m.

Return Time 4:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 320 ÷ x .58 = \$ 185.60

Per Diem 2 days @ \$36 + \$15S = \$ 87.00

☐ Registration PO# _____ = \$ 0.00

☐ Hotel PO# _____ = \$ 120.00

☐ Other PO# Airfare = \$ 0.00

☐ Other PO# Luggage = \$ 0.00

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$392.60

Budget 126.90.160.2320.582 (75 %) \$204.45
226.90.160.2320.582 (25 %) \$ 68.15

Check Total \$272.60

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____