

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/26/23



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

Date: 7/19/23

To: Board of Trustees
Superintendent

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: SAM Administrators Institute 2023-2-24

Description: Request in state travel for the following administrators/principals Corrina Guardipee-Hall, Rebecca Rappold, Toni Tatsey, William Huebsch, Sheila Hall, Raquel LittlePlum, Sicily Bird, Jeccica Racine, Dennis Juneau, Angela HeavyRunner, Jennifer Wagner, Kari McKay, John Salois, and Matthew Johnson to attend the SAM Administrators Institute in Helena Mt. July 24-26, 2023.

Financial Impact: \$1,506.48 (est. per person)

Funding Source (Budget/grant, etc.): 115.90.787.2213.582.633 ESSER III Learning Loss

Attachment(s): Travel Request/Agenda

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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



Welcome to SAM Administrators Institute 2023 Conference Landing Page!

Thank you for joining us for the SAM Administrators Institute 2023! Use the menu below to quickly navigate between Day 1, Day 2, and Day 3 sessions.

Find out more about conference presenters, session descriptions, and session resources by following the links:

- Day 1 Session Resources/Presenter Information (coming soon)
- Day 2 Session Resources/Presenter Information (coming soon)
- Day 3 Session Resources/Presenter Information (coming soon)

All conference materials and session recordings will be accessible to conference registrants on this webpage following the conference.

Please submit the conference evaluation form following the conference: SAM Administrators Institute 2023 Conference Evaluation ([link coming soon](#)). We value your feedback! And, if you're attending to earn OPI Renewal Unit credits, completing the survey will generate your certificate.

Be sure to visit the SAM Business Partner Exhibit Hall! Stop by the exhibit booths to learn more and register for PRIZES. Follow the link for a full list of SAM Business Partners in attendance: [SAM AI 2023 SAM Business Partners \(coming soon\)](#)



Thank you to our SAM Business Partners, Conference Sponsors, and Exhibitors! A special thank you to T.E.S.T. for providing the video and audio equipment to make recording conference sessions possible.



Thank you to MREA/MCS for sponsoring the Monday Night Social.



If you have questions or are experiencing technical difficulties, please email Kim (samks@sammt.org), Marcus (sammm@sammt.org), or Rob (samrw@sammt.org)

Monday, July 24th

SAM Administrators Institute 2023 Day 1

8:00 AM to 11:30 AM	MTASCD Pre-Conference (Continental Breakfast provided, Lunch on your own) <i>Plan Like You Mean It!</i> Pete Hall
12:45 PM to 2:30 PM	SAM Administrators Institute 2023 Opening Session Welcome, Program Overview, and Opening Keynote <i>Welcome: Sara Novak, SAM President</i>

	Opening Keynote: <i>Creating and Curating a Positive Learning Environment for All</i> Pete Hall		
2:30 PM to 2:45 PM	Network and Visit SAM Business Partners		
Focus Zones	Behavioral Health	Instruction and Innovation	Leadership
Room Location	Oriental Ltd.	Empire Building	Western Star
Focus Zone 1 2:45 PM to 3:45 PM	<i>Creating a "Culture of Safety" for Staff, Youth, and Families</i> Pete Hall <i>This session will be repeated during Focus Zone 2</i>	<i>Science of Reading, Key Models and Frameworks</i> <i>Genevieve Thomas</i> <i>School Services of Montana</i>	<i>DPHHS, Mental Health & Medicaid</i> <i>Meghan Peel</i>
3:45 PM to 4:00 PM	Network and Visit SAM Business Partners		
Focus Zone 2	<i>Creating a "Culture of Safety" for Staff, Youth, and Families</i>	<i>Proficiency Based Education</i>	<i>Science of Reading, Implications for Leaders</i>

4:00 PM to 5:00 PM	<i>Pete Hall</i> <i>This session is a repeat of the Focus Zone 1 session</i>	<i>Andrea Meiers & Jenny Combs</i> <i>Alliance for Curriculum Enhancement</i>	<i>Genevieve Thomas</i> <i>School Services of Montana</i>
5:00 PM to 6:30 PM	<div>Reception Sponsored by MREA/MCS</div> <div> </div>		
<div>Tuesday, July 25th</div> <div>SAM Administrators Institute 2023 Day 2</div>			
7:00 AM to 8:00 AM	<div>Continental Breakfast & Conference Registration</div> <div>Western Star, Empire Building & Oriental Ltd</div> <div>OPI is available during breakfast to answer questions about the new accreditation process.</div>		
8:00 AM	Welcome and Program Overview		

to 9:30 AM	<i>Sara Novak, SAM President</i> Opening Keynote: <i>SEL Leadership</i> <i>James Bailey</i>		
9:30 AM to 9:45 AM	Network and Visit SAM Business Partner		
Focus Zones	Behavioral Health	Instruction & Innovation	Leadership
Room Location	Oriental Ltd.	Empire Building	Western Star
Focus Zone 3 9:45 AM to 10:45 AM	<i>SEL Leadership</i> <i>James Bailey</i>	<i>Teacher Clarity</i> <i>Barbara Franks and MCPS Team</i>	<i>MTDA: Online Resources Clearinghouse</i> <i>Jason Neiffer MTDA</i>
10:45 AM to 11:00 AM	Network and Visit SAM Business Partners		
Focus Zone 4 11:00 AM to 12:15 PM	<i>School-Based Health Programs</i> <i>Kelsey Gummer, MT Healthcare Foundations</i>	<i>Instructional Leadership for Early Career Teachers</i> <i>Andrea Meiers & Jenny Combs (MTASCD)</i>	<i>Superintendent Panel - Working with Better Lesson</i> <i>Jeff Liberty</i>

12:00 PM to 12:15 PM	Network and Visit SAM Business Partners		
12:15 PM to 1:00 PM	Luncheon and Awards Recognition SAM 2022-23 Years of Membership Pin Winners and 2022-23 Award Winners		
1:00 PM to 2:00 PM	<i>Supporting Wellness for Kids and Families</i> <i>Cook Center for Human Connection</i>		
2:00 PM to 2:15 PM	Network and Visit SAM Business Partners		
Focus Zone 5 2:15 PM to 3:15 PM	<i>Community Schools</i> <i>Barbara Franks and</i> <i>MCPS Team</i>	<i>TBD</i>	<i>Educators Thriving</i> <i>Katie LaPointe</i>
Focus Zone 6 3:15 PM to 4:15 PM	<i>SEL/MT Whole Child</i> <i>Skill Development</i> <i>Competencies</i> <i>Melissa Tovaas</i> <i>School Services of</i> <i>Montana</i>	<i>New Teacher Mentoring</i> <i>Jennie Luebeck,</i> <i>MSU - Mentor Montana</i>	<i>AASA Learning 2025 Montana Cohort -</i> <i>Forward to the Future</i> <i>Kirk Miller</i>
4:15 PM to	Network and Visit SAM Business Partners		

4:30 PM	
4:30 PM to 5:30 PM	<i>ChatGPT and Innovation in Ed Tech with AI</i> <i>Jason Neiffer, MTDA</i>

Wednesday, July 26th SAM Administrators Institute 2023 Day 3			
7:00 AM to 8:00 AM	Hot Breakfast Buffet OPI is available during breakfast to answer questions about the new accreditation process.		
8:00 AM to 9:30 AM	Welcome and Program Overview <i>Welcome: Sara Novak, SAM President</i> <i>The Graduate Profile Panel</i> <i>Heather Hoyer, Hannah Nieskens, Tobin Novasio, Barbara Frank, Kirk Miller</i>		
9:30 AM to 9:45 AM	Break and Visit with Exhibitors		
Focus Zone	Behavioral Health	Instruction & Innovation	Leadership

Room Location	Oriental Ltd.	Empire Building	Western Star
Focus Zone 7 9:45 AM to 10:45 AM	<i>A/AA Size-a-like Roundtable</i>	<i>B/Independent Elementary Size-a-like Roundtable</i>	<i>C Size-a-like Roundtable</i>
10:45 AM to 11:00 AM	Network and Visit SAM Business Partners		
Focus Zone 8 11:00 AM to 12:00 PM	<i>SAM Engagement: SEL for Leaders or Facilitation Services</i> <i>Rob Watson</i>	<i>SAM Engagement: Aspiring Principals Cohort</i> <i>Ruth Uecker, Brenda Koch, Sue Sweeney</i>	<i>SAM Engagement: LPLP Mentoring Program</i> <i>SAM LPLP Providers</i>
12:00 PM to 12:45 PM	<i>Closing Speaker: Michael Beers</i>		
12:45 PM to 1:00 PM	Closing Remarks and Prize Drawings Sara Nova, SAM President		
1:30 PM to 4:00 PM	Free Optional Post Session: OPI Accreditation Process Q/A OPI Staff		
	<p>This optional session is not part of the SAM Administrators Institute. No recording will be available for this session following the conference.</p>		

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Travel

Employee # _____

Building Admin/KW/VC/BES/NP/BMS/BHS/BHA

Substitute Name _____

LEAVE REPORT

Date of Leave

July 24-26, 2023

Hours

24 Hrs

Type of Leave

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

SL Sick Leave

*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

***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 SAM Administrators Institute 2023 (Attach Brochure/Agenda)

Location Helena, Mt.

Departure Date July 23, 2024

Return Date July 26, 2023

Departure Time 2:00 Noon

Return Time 5:00 PM

Transportation: ☒ Personal Vehicle

☒ District Vehicle

☐ Professional Development

Mileage 344x.655 = \$225.32

Per Diem 3 Day @ \$51.00/1 Meal @ 20.00 = \$173.00

☒ Registration PO# 53881 = \$425.00

☒ Hotel PO# 53882 = \$683.16

☐ Other PO# _____ = _____

☐ Other PO# _____ = _____

Sub Total \$1,506.48

Budget 115.90.785.2213.582.633 (100 %) 398.32

Check Total \$398.32

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site