

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/31/18



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: 1/24/18

To **Corrina Guardipee-Hall**
 Superintendent

From: Matthew Johnson
Title: Alternative Education Director

Subject: MBI Session 4

Description: Request approval to attend the MBI Session 4 in Great Falls, MT February 5, 2018.

Financial Impact: \$ 219.95

Funding Source (Budget/grant, etc.): Good Medicine. TO BE REIMBURSED BY THE STATE

Attachment(s): Agenda/Travel Request

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

Comments: _____

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



MBI in the Classroom
Effective Classroom Practices: The “Great Eight”
Session 4
Winter 2018

Agenda

Lunch on your own
9:00 A.M. to 4:30 P.M.

Module 1—Review first 4 Practices & Function of Behavior

Module 2— Classroom Active Supervision

12:00 – 1:30 Lunch – on your own

Module 3—Active Engagement & Multiple Opportunities to Respond

Module 4—Activity Sequence and Offering Choice

Module 5—Academic Success and Task Difficulty

Module 6— Administrative Classroom Walk-Through & Brief Observation

Module 7— What's Next

Team Time – Action Planning for training staff

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Matthew Johnson
Building BHS

Employee # 11383
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/4/2018 - 2/5/2018</u>	<u>8</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 MBI Session 4 (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 2/4/2018

Return Date 2/5/2018

Departure Time 4:00 pm

Return Time 8:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 254 @ .535 ÷ 2 = \$ 67.95

Per Diem \$35 + D 15= \$ 50.00

☒ Registration PO# _____ = \$ 0.00

☒ Hotel PO# _____ = \$ 102.00

☐ Other PO# _____ = \$ - 0.00 -

☐ Other PO# _____ = \$ - 0.00 -

Sub Total \$ 219.95

Budget 115.90.465.1000.582.206 (100 %) 219.95
(_____ %)

Check Total 117.95

Employee Signature  Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____