

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 4/24/19



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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:**   4/15/19

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

**From:**    Jeri Matt  
**Title:**     Curriculum/Instruction Director

**Subject:** **In state travel: "Class 7 Language and Culture Teachers" work shop**

**Description:** Request approval for travel for Robert Hall to attend the Class 7 Language and Culture Teachers work shop in Bozeman, MT. This workshop will give Mr. Hall a better understanding of how other tribes handle their class 7 licensure and communicate with other tribes to discover strengths and weaknesses in their programs and to offer the same back to them. Robert would be accompanied by other BNAS staff.

**Financial Impact:** \$162.02

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable (126/226.90.413.2213.582).

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

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

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

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

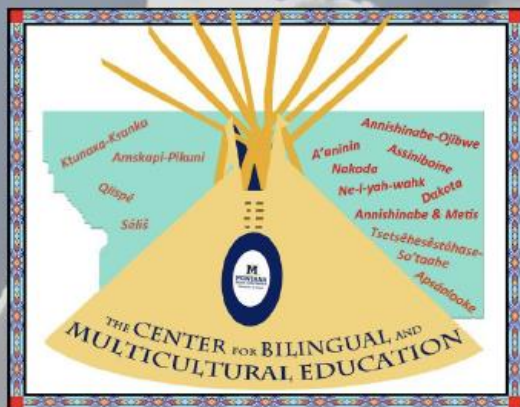
# Class 7 Language and Culture Teachers

Join us for a professional development workshop  
in Bozeman at the C'mon Inn

Saturday, May 11, 2019

- Earn Renewal Credits
- We are enrolling participants on a first come, first serve basis
  - RSVP by April 15, 2019 to secure your spot
- Accommodations at the C'mon Inn, Saturday breakfast, lunch, and \$50 gas card included

To register, contact Dr. Jioanna Carjuzaa  
[carjuzaa@montana.edu](mailto:carjuzaa@montana.edu)



## Workshop Agenda

8:00 am to 4:00 pm

6:30	Hotel Breakfast & Networking
8:00	Welcome and Overview
8:30	Lesson/Unit Planning
10:00	Break
10:15	Curriculum/Materials Design
11:45	Lunch
12:30	Classroom Management
2:00	Break
2:15	Assessment
3:45	Wrap up

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

**Employee Name** Robert Hall  
**Building** B-NAS

**Employee #13839**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/10/19</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** Class 7 Language and Culture Teacher **(Attach Brochure/Agenda)**

**Location** Bozeman, MT

**Departure Date** 5/10/19

**Return Date** 5/11/19

**Departure Time** 12:00 p.m..

**Return Time** 9:00 p.m.

**Transportation:**     Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage**  $(534 \times .58) \div 2 = \$ 154.86$

**Per Diem** 1 day @ \$15 & 1 day @ \$15 = \$ 42.00

**Registration PO#** \_\_\_\_\_ = \$ 0.00

**Hotel PO#** \_\_\_\_\_ = \$ 0.00

**Other PO# Airfare** \_\_\_\_\_ = \$ 0.00

**Other PO# Luggage** \_\_\_\_\_ = \$ 0.00

**To be reimbursed: shuttle/taxi/parking**

**Sub Total \$ 196.86**

**Budget** 126.90.413.2213.582 (75 %) \$147.65  
226.90.413.2213.582 (25%) \$ 49.21

**Check Total \$ 196.86**

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

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

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