

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 11/9/21



---

**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:**   11/2/21

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

**From:**   Jennifer Wagner  
**Title:**   HS Principal

**Subject:** **In State Travel: Montana HS Forum 2021-2022**

**Description:** Request approval for Kari McKay to attend 2021 Montana High School Forum; Helena MT 9/16/21

**Financial Impact:** \$ 260.56

**Funding Source (Budget/grant, etc.):** 226.60.150.2410.582582.0000

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

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

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

---

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

# 2021 Montana High School Forum



## High School Forum Registration

Delta Hotels by Marriott Helena Colonial, 2301 Colonial Drive, Helena, MT 59601

Tuesday, November 16, 2021 from 8:00 AM to 4:00 PM (MST)

Free Order

Order Information

Name

Order #2134332169. Ordered by Kari McKay on October 26, 2021 4:45 PM

Kari McKay



21343321693063343379001

### Registration Information:

Primary Educational Role  
Assistant Principal - Browning High School

School District  
Browning Public Schools



October 1, 2021

Dear Montana Educators,

Registration for the **2021 High School Forum** is now open. The forum will take place on **November 16, 2021, at the Delta Hotel in Helena from 8:00 am-4:00 pm**. This event is open to middle and high school staff across the state who are working on or using a multi-tiered approach to academic and behavioral concerns.

**Our keynote speaker** will be **John Perricone**, presenting "Why Am I A Teacher". Prior to his retirement, John was a health sciences educator and psychology teacher in the Maine-Endwell School District in upstate N.Y. for thirty-one years. His love and passion for teaching have made him the recipient of local, state, and national "Excellence in Teaching" awards, and he was the recipient of Maine-Endwell's Distinguished Teacher Award for twelve consecutive years since its inception. This award is voted on and presented by the Senior Class. He is a bestselling author ("Zen and the Art of Public School Teaching") and a nationally sought keynote speaker, having been invited to speak all fifty states, and most recently he returned from his first international speaking engagement in South Korea.

The complete agenda will be added to our [Upcoming Events](#) tab on the OPI MTSS Website soon.

To reserve a room at the **Delta Hotel in Helena**, please call (406) 443-2100 and the name of the room block is **OPI High School Forum**. The room block is open until **October 25, 2021**. If your team plans to attend, please call as soon as possible. The Office of Public Instruction will reimburse travel for school districts farther than 75 miles from Helena. Those districts will be reimbursed travel of mileage for up to two (2) personal vehicles (if a district transports staff in a bus, the reimbursement will not exceed the amount of the cost of mileage for two personal vehicles), lodging (up to 4 rooms) and per diem for up to 4 attendees from each district, at current state rates. Meals will not be provided at the Forum. Please plan to share lodging rooms as much as possible.

---

You will be able to register at the link below.

2021 High School Forum Registration

**Please register by November 5. If you have questions, please call me at 406-459-4265**

Kind regards,

Sheila Lovato  
Continuing Education and Technical Assistance Unit Manager  
Montana Office of Public Instruction

---

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

Employee Name Kari McKay  
 Building Browning High School

Employee # \_\_\_\_\_  
 Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/15/21</u>	<u>3hrs</u>	<u>SR</u>
<u>11/16/21</u>	<u>8hrs</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 2021 Montana High School Forum (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 11/15/21

Return Date 11/16/21

Departure Time 2:00 pm

Return Time 7:00 pm

Transportation:     Personal Vehicle  
                            District Vehicle  
                            Professional Development

Mileage 344 x \$0.56 ÷ 2 = \$ 96.32  
 Per Diem 1 Day @ \$36.00+\$15D = \$ 51.00  
 Registration PO# \_\_\_\_\_ = \$ 0.  
 Hotel PO# \_\_\_\_\_ = \$113.24  
 Other PO# \_\_\_\_\_ = \$ 0.  
 Other PO# \_\_\_\_\_ = \$ 0.

**Sub Total \$260.56**

Budget 226.60.150.2410.582 (100%) \$147.32

**Check Total \$147.32**

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

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

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