

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 04/24/18



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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:**   04/04/19

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

**From:**   Kimberly Tatsey-McKay  
**Title:**    Montana SOARS GMP Director

**Subject:**   **In State Travel- Montana SOARS/Project Aware Summit**

**Description:** I am requesting travel to attend the Montana SOARS/Project Aware Summit on May 8-9, 2019, in Missoula, Montana. This activity will help meet a few of our ending grant goals.

**Financial Impact:**   **\$504.78**

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

**Attachment(s):** Sample Leave Request, a sample agenda

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

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

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

**Montana SOARS Summit  
State Management Team  
Wednesday, 5/8/2019-5/9/2019  
Holiday Inn Missoula Downtown  
10 a.m. – 3 p.m.**

<b>May 8, 2019</b>	
Welcome: Introductions and Ice Breaker	10:00 AM – 10:45 AM
Explain Awards and voting process	10:45 AM – 11:15 AM
Break	11:15 AM – 11:30 AM
Project AWARE – MT SOARS slide show	11:30 AM – 12:00 PM
Lunch	12:00 PM – 1:00 PM
Lessons Learned and Successes by District Teams	1:00 PM – 2:30 PM
Break	2:30 PM - 2:45 PM
Lessons Learned and Successes by District Teams	2:45 PM – 4:15 PM
Lessons Learned and Successes by State Management Team	4:15 PM – 5:00 PM
Dinner and social time	5:00 PM
<b>May 9, 2019</b>	
Lessons Learned and Successes by District Teams	8:00 AM – 9:30 AM
Voting on Awards / Break / Check out of the Rooms	9:30 AM – 10:00 AM
Closeout Requirements	10:00 AM – 10:30 AM
Next Steps	10:30 AM – 12:00 PM
Lunch	12:00 PM – 1:00 PM
Awards Celebration	1:00 PM – 2:30 PM
Closing	2:30 PM – 3:00 PM

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

**Employee Name** Kimberly Tatsey-McKay  
**Building** Good Medicine Program

**Employee #13501**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>05/07/2019</u>	<u>4</u>	<u>SR</u>
<u>05/08 &amp; /2019</u>	<u>16</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** Montana SOARS/Project Aware Summit    **(Attach Brochure/Agenda)**

**Location** Missoula, MT

**Departure Date** 05/07/2019

**Return Date** 05/09/2019

**Departure Time** 1:00 pm

**Return Time** 8:00 pm

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

**Mileage** 408 @ .58 / 2                      = \$ 118.32  
**Per Diem** 2@35 +15                              = \$ 85.00

**Registration** PO# \_\_\_\_\_ = \$ 0.00  
 **Hotel** PO# 36120                      = \$ 301.46  
 **Other** PO# \_\_\_\_\_ = \$ - 0.00 -  
 **Other** PO# \_\_\_\_\_ = \$ - 0.00 -

**Sub Total** \$ 203.32

**Budget** Montana SOARS Grant (100 %) \$203.32  
115.90.465.1000.582.208

**Check Total \$ 203.32**

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

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

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