

Browning Public Schools  
Board Agenda Request  
Meeting to Be Held: 12/13/16



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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:**    12/6/16

**To:**    John Rouse  
            Superintendent

**From:** Jennifer Wagner  
**Title:** Browning Elementary Principal

**Subject:** Montana Association of Elementary and Middle School Principals

**Description:** Jennifer Wagner, Browning Elementary School Principal, is recommending that Corrina Guardipee Hall be able to attend the Montana Association of Elementary and Middle School Principal educational leadership conference in Great Falls, Montana on January 21-27, 2016.

**Financial Impact:** \$918.00

**Funding Source (Budget/grant, etc.):** 126.201.20.2410.582

**Attachment(s):** Leave/travel request, agenda

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

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

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

## MAEMSP Winter Conference 2017 **DRAFT** Agenda

### Wednesday, January 25, 2017 – Pre Conference

7:00-7:45	Continental Breakfast & Pre-Conference registration
7:45-8:00	Welcome, Introductions and Program Overview
8:00-9:30	General Session – <b>Baruti Kafele</b> – “Is My School a Better School BECAUSE I Lead It?”
9:30-10:00	<b>Visit with Exhibitors/Break</b>
10:00-11:30	General Session Continued
11:30-12:30	<b>Visit with Exhibitors/Lunch</b>
12:30-2:30	General Session Continued
2:30-2:45	<b>Visit with Exhibitors</b>
2:45-4:00	General Session Continued
4:00-5:00	<b>Visit with Exhibitors</b>

### Thursday, January 26, 2017 -- MAEMSP Winter Conference Program

7:00-8:00	<b>Continental Breakfast</b> & Conference Registration
8:00-8:15	Welcome, Introductions & Program Overview
8:15-9:45	General Session I – <b>Pete Hall</b> – : Differentiated Instructional Leadership in a System of Reflective Practice
9:45-10:15	<b>Break and Visit with Exhibitors</b>
10:15-11:45	General Session I Continued
11:45-1:30	Luncheon/ <b>MAEMSP Business Meeting</b> /Exhibitor Prize Drawings
1:15-2:45	General Session Continued – <b>Pete Hall</b> – : Differentiated Instructional Leadership in a System of Reflective Practice
<b>2:45-3:15</b>	<b>Visit Exhibitors/Break – Exhibitor Tear-Down</b>
3:15-4:45	Question and Answer with Superintendent Arntzen
4:45-5:00	Closing Comments
5:00-6:00	On Your Own
6:00-7:00	Hospitality Hour – Improving our schools one student at a time.
7:00-9:00	<b>MAEMSP Banquet</b> – “Wear your favorite team jersey.”
9:00-11:00	<b>Live Music by Intermission</b>

### Friday, January 29, 2016 -- MAEMSP Winter Conference Continues

7:00-8:00	<b>Hot Breakfast</b> Available and <b>Round Table Discussions</b> – Join Us for Hot Conversations
8:00-8:15	Opening and Candidate Speeches
8:15-9:30	General Session 1 – <b>Pete Hall</b> – Raising Achievement in a Trauma-Sensitive Environment Students
9:30-9:45	Break
9:45-11:45	General Session 2 – <b>Pete Hall</b> – Raising Achievement in a Trauma-Sensitive Environment Students
11:45-12:00	Final Drawings & Closing

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

**Employee Name** Corrina Guardipee Hall  
**Building** BES

**Employee #1**  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/24/17-1/27/17</u>	<u>24</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**

<u>AN</u> Annual	<u>PL</u> Personal Leave	<u>ALWO</u> Approved Leave w/o Pay
<u>SL</u> Sick Leave	<u>JD</u> Jury Duty (attach verification)	<u>ULWO</u> Unapproved Leave w/o Pay
<u>*EX/SR</u> Extra-Curricular/School Related	<u>NG</u> National Guard	<u>SWP</u> Suspended w/Pay
	<u>FN</u> Funeral _____ (Master Contract) Relationship)	<u>SWOP</u> 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** MAEMSP (Attach Brochure/Agenda)

**Location** Great Falls

**Departure Date** 1-24-2017

**Return Date** 1-27-2017

**Departure Time** 5:00 P.M.

**Return Time** 4:00 P.M.

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

**Mileage** 254 @ .54 = \$ 137.16

**Per Diem** 35 day @ 3x2D15 \$ = \$ 105.00

☒ **Registration** PO# = \$ 360

☒ **Hotel** PO# = \$ 317.58

☒ **Other** PO# Airfare = \$ -0-

☒ **Other** PO# Luggage = \$ -0-

**Sub Total** \$ -0-

**Budget** 126.90.160.2320.582 (75 %) \$ -0-

226.90.160.2320.582 (25 %) \$ -0-

**Check Total** \$ 242.16

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

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

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

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site