

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/29/19



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: 05/16/19

To: **Corrina Guardipee Hall**
 Superintendent

From: Nikki Hannon
 Title: Parent Community Outreach Director

Subject: **7th annual Great Beginnings, Great Families**

Description: Nikki Hannon requests travel to attend the 7th Annual Great Beginnings, Great Families Conference in Helena, MT, departing on August 12 and returning on August 14, 2019.

Financial Impact: \$661.52

Funding Source (Budget/grant, etc.): 170.72.920.3200.582

Attachment(s): Leave request, professional development form, conference "Save the date" agenda

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

Comments: _____

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

170-72-920-3200-582

**SAVE THE DATE
AUG 13-14, 2019**

7th ANNUAL CONFERENCE
**GREAT BEGINNINGS
Great Families**

Delta Hotels by Marriott Helena Colonial
Helena, Montana

Come to connect and learn...leave inspired!

Best
Beginnings



MONTANA
DPHHS
Healthy People. Healthy Communities.
Department of Public Health & Human Services

WIC MONTANA



WHO SHOULD ATTEND

Parent Educators • Family Support Specialists • Parent Liaisons • Parent Advocates • Home Visitors • Public Health Nurses • Registered Dietitians • Early Childhood Professionals and Educators • Head Start Program Staff and Leadership • Social Workers and Professional Counselors • WIC management, clinical and/or support staff • Health Care Providers • Students • Mental Health Consultants • Behavioral Health Professionals • Other service providers working with families, young children or women of reproductive age

WHAT TO EXPECT

- Nationally recognized speakers and local expert presenters
- Sessions focused on the most relevant topics in early childhood, and maternal, child and adolescent health today
- Unmatched opportunity to network and connect with other professionals in your field
- Earn contact hours/continuing education credits from your professional membership organization

VISIT THE GBGF CONFERENCE WEBSITE FOR MORE INFORMATION
OR TO SUBMIT A PRESENTATION PROPOSAL.

www.umt.edu/sell/cps/gbgf

Funding for this conference is made possible by grants SP1AH000061-01-00 from the Office of the Assistant Secretary of Health; X10MC32203, B04MC32554 & FPHPA006367-01-01 from the U.S. Department of Health and Human Services. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

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

Employee Name J. Nikki Hannon
Building PCOP

Employee #11194
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/12/19-8/14/19</u>	<u>18</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 7th annual Great Beginnings, Great Families (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 8/12/19

Return Date 8/14/19

Departure Time 3:00 PM.

Return Time 7:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 x .58 = \$199.52

Per Diem 2 days @ \$36 + \$15 S = \$ 87.00

Registration PO# TBA = \$ 75.00

Hotel PO# TBA = \$ 300.00

Other PO# _____ = \$ 0

Other PO# _____ = \$ 0

Sub Total \$661.52

Budget 170.72.920.3200.582 (100 %) \$661.52

Check Total \$286.52

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____