

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/13/18



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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:**   2/6/17

**To:**        **Board of Trustees**                      **From:**   Corrina Guardipee-Hall  
                    Browning Public Schools                      **Title:**    Superintendent

**Subject:**   **MPDG Program Leadership Team Meeting**

**Description:** Request for Corrina Guardipee-Hall, Jeri Matt and Tonia Tatsey, and leadership team members, to attend the MPDG Program Leadership Team Meeting at the Radisson in Helena, MT on April 9-10, 2018.

**Financial Impact:** \$382.32 ea

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

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

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

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

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

# MPDG Program Leadership Team Meeting

## Draft Agenda

April 9 and 10, 2018  
Radisson Colonial Hotel  
Helena, Montana

*Objective:* The purpose of this meeting is to bring Preschool Development Grant leadership teams together to network and learn about best practices for implementing the Montana Preschool Program Standards, to gain a better understanding about grant implementation expectations, receive grant updates, and provide time for teams to reflect and plan.

### Monday April 9, 2018

<b>8:00-8:30</b>	<b>Morning Meet and Greet</b> , <i>Continental Breakfast Provided</i>
<b>8:30-10:00</b>	<b>Opening Remarks and Grant Updates</b> All Ballroom
<b>10:00-10:15</b>	<i>Break</i>
<b>10:15-12:00</b>	<b>Breakout Sessions</b>
<b>12:00-1:15</b>	<i>Lunch- On Your Own</i>
<b>1:15-2:30</b>	<b>Panel Discussions</b>
<b>2:30-2:45</b>	<i>Break</i>
<b>2:45-4:00</b>	<b>Breakout Sessions</b>

### Tuesday April 10, 2018

<b>8:00-8:30</b>	<b>Morning Meet and Greet</b> , <i>Continental Breakfast Provided</i>
<b>8:30-10:00</b>	<b>Plenary Session</b> All Ballroom
<b>10:00-10:15</b>	<i>Break</i>
<b>10:15-12:00</b>	<b>Breakout Session</b>
<b>12:00-1:15</b>	<i>Lunch- On Your Own</i>
<b>1:15-2:30</b>	<b>Round Table Discussions</b>
<b>2:30-2:45</b>	<i>Break</i>
<b>2:45-4:00</b>	<b>Plenary Session</b> All Ballroom

The purpose of the MPDG is to build, develop, and expand high-quality preschool programs so that more children from low-and moderate-income families enter ready to succeed in kindergarten and in life.

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

Employee Name Sample Request  
Building Administration

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/8-10, 2018</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 MPDG Program Leadership Team Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/8/18

Return Date 4/10/18

Departure Time 3:00 p.m.

Return Time 7:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 344 @ .545 = \$ 93.74  
Per Diem 2 days @ \$35 + \$15 Supper = \$ 85.00

Registration PO# \_\_\_\_\_ = \$ - 0 -  
 Hotel PO# \_\_\_\_\_ = \$205.30  
 Other PO# Airfare \_\_\_\_\_ = \$ - 0 -  
 Other PO# Luggage \_\_\_\_\_ = \$ - 0 -

**Sub Total** \$382.32

Budget 126.90.160.2320.582 (75 %) \$ 134.06  
226.90.160.2320.582 (25 %) \$ 44.68

**Check Total \$178.74**

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

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

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