

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/25/17



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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:**   1/17/17

**To:**     **John Rouse**  
                    Superintendent

**From:**   **Julie Hayes**  
                    Title:   BMS Principal

**Subject:**   **GEAR UP/NCCEP Conference**

**Justification:** As a State GEAR UP School, we received notification that Sunshine Gaither was approved to attend the GEAR UP/NCCEP Conference. This conference will be in New York City, New York on February 5<sup>th</sup> – 8<sup>th</sup>, 2017 (with travel dates including the 3<sup>rd</sup> through the 9<sup>th</sup>).

**Financial Impact:** \$384.89 after state reimbursement. The only cost to the District (out of the regular middle school budget) will be the difference between the State and BPS Per Diem. All other expenses to be paid for by State GEAR UP.

**Funding Source (Budget/grant, etc.):**   **Montana GEAR UP & Browning Middle School GEAR UP**

**Attachment(s):** Conference Agenda (email); Leave Request

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

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

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



Join Us in New York City!  
Hilton New York  
February 5–8, 2017



# NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP

EXCEL • PROVE • MOBILIZE

SUNDAY / FEB. 5	MONDAY / FEB. 6	TUESDAY / FEB. 7	WEDNESDAY / FEB. 8
<p><i>The 2017 Capacity-Building Workshop is sponsored by the National Council for Community and Education Partnerships in collaboration with the U.S. Department of Education.</i></p> <p><i>For additional information regarding the 2017 CBW, visit NCCEP's website at <a href="http://www.edpartnerships.org">www.edpartnerships.org</a>.</i></p> <p><b>4:00 pm – 7:00 pm</b> CBW Registration &amp; Information Booth Open</p>	<p><b>7:00 am – 4:00 pm</b> CBW Registration &amp; Information Booth Open</p> <p><b>7:00 am – 7:45 am</b> Networking Breakfast</p> <p><b>8:00 am – 9:00 am</b> <b>WELCOME REMARKS &amp; BURST SESSION: EXCEL</b></p> <p><b>9:15 am – 10:30 am</b> <b>EXCEL Workshops</b></p> <p><b>10:30 am – 11:00 am</b> Networking Break &amp; Raffle in Exhibit Corridor</p> <p><b>11:00 am – 12:00 pm</b> <b>EXCEL Workshops (cont.)</b></p> <p><b>12:15 pm – 1:15 pm</b> Networking Lunch</p> <p><b>1:30 pm – 3:00 pm</b> <b>GEAR UP Skill-Building Seminars</b></p> <p><b>3:00 pm – 3:30 pm</b> Networking Break &amp; Raffle in Exhibit Corridor</p> <p><b>3:30 pm – 4:30 pm</b> <b>GEAR UP Affinity Groups</b></p>	<p><b>7:00 am – 4:00 pm</b> CBW Registration &amp; Information Booth Open</p> <p><b>7:00 am – 7:45 am</b> Networking Breakfast</p> <p><b>8:00 am – 9:00 am</b> <b>BURST SESSION: PROVE</b></p> <p><b>9:15 am – 10:30 am</b> <b>PROVE Workshops</b></p> <p><b>10:30 am – 11:00 am</b> Networking Break &amp; Raffle in Exhibit Corridor</p> <p><b>11:00 am – 12:00 pm</b> <b>PROVE Workshops (cont.)</b></p> <p><b>12:15 pm – 1:15 pm</b> Networking Lunch</p> <p><b>1:30 pm – 3:00 pm</b> <b>GEAR UP Skill-Building Seminars</b></p> <p><b>3:00 pm – 3:30 pm</b> Networking Break &amp; Raffle in Exhibit Corridor</p> <p><b>3:30 pm – 4:30 pm</b> <b>GEAR UP Team Debrief</b></p> <p><b>5:00 pm – 6:00 pm</b> <b>GEAR UP Directors' Meeting</b></p>	<p><b>7:00 am – 1:00 pm</b> CBW Registration &amp; Information Booth Open</p> <p><b>7:00 am – 7:45 am</b> Networking Breakfast</p> <p><b>8:00 am – 9:00 am</b> <b>BURST SESSION: MOBILIZE</b></p> <p><b>9:15 am – 10:30 am</b> <b>MOBILIZE Workshops</b></p> <p><b>10:30 am – 11:00 am</b> Networking Break &amp; Raffle in Exhibit Corridor</p> <p><b>11:00 am – 12:00 pm</b> <b>MOBILIZE Workshops (cont.)</b></p> <p><b>12:15 pm – 1:15 pm</b> Closing Lunch &amp; Adjournment</p>

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

Employee Name Sunshine Gaither  
 Building Browning Middle School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/3/17 - 2/9/2017</u>	<u>32 hrs</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 GEAR UP West Conference (Attach Brochure/Agenda)

Location New York City, NY

Departure Date 2/3/17

Return Date 2/9/17

Departure Time 3:00 p.m.

Return Time 3:00 p.m.

Transportation:     Personal Vehicle  
                            District Vehicle  
                            Professional Development

Mileage 254 @ .535 = \$ 135.89

Per Diem 5 days@90 + \$15IS + \$48OS = \$ 513.00

Registration PO# N/A = \$ 0

Hotel PO# N/A = \$ 0

Other PO# N/A Airfare = \$ 0

Other PO# state per diem reimbursement= -\$264.00

*Shuttle is reimbursable only with receipt*

**Sub Total** \$384.89

Budget 126.50.130.1700.582 (100%) \$648.89

Other Costs Paid for/Reimbursed by MTGU

**Check Total** **\$648.89**

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_