

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/10/17



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: 10/2/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jeri Matt
Title: Director of Curriculum & Instruction

Subject: **In State Travel - Montana Partnership Meeting (SRI)**

Description: Request travel for John Salois, Dennis Juneau and Jeri Matt to attend the SRI Meeting in Helena, MT on October 23-24, 2017. Both BMS and BHS staff teams will be attending as well.

Financial Impact: \$ 139.02 ea

Funding Source (Budget/grant, etc.): 126.50.100.1000.500.177, 226.60.100.1000.500.177 (funding source=SRI reimbursement from OPI)

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Montana Partnership Meeting
October 23 -24
Hotel Helena

Partnership Principals,

OPI and SRI are preparing for our Montana Partnership (MTP) Grant Meeting that will begin on Monday, Oct. 23rd at Noon and end Tuesday, Oct. 24th at noon. The time change is to allow for cost, travel and decreased time away from the classroom. Below is the tentative agenda and in red are the items that you and your team will need to be responsible for providing. The meeting is at the Hotel Helena (the old Holiday Inn Downtown) 22 N Last Chance Gulch # [406-443-2200](tel:406-443-2200). Room block under OPI with a cutoff date of Oct. 9th. Concluding the meeting SRI/OPI will be traveling to all of your schools for a half day visit. (Browning AM 25th, Hardin AM 26th, Anaconda AM 27th)

School To Do List:

- By Sept 29th - Email list of full names of teachers attending – their content area – new or vet with MTP – UO Experience – QER Experience
- Before October 9th - Reserve rooms for your team member #[406-443-2200](tel:406-443-2200)
- Remember this PDSA #4 is building on the past cycles around Unit Organizer and Question Exploration Routine so ensuring all team members have training and experience in all areas is vital to the forward movement.
- Data (listed in red) to share at meeting
- Create and share an itinerary for OPI/SRI half day visit for your school

Monday, October 23rd

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12-12:30	Welcome & Introductions
12:30 – 1:30	Discussion Groups – groups will be comprised of at least one veteran member from each school to discuss successes and challenges of the grant.
1:30 – 2:30	Project and Data Analysis from PDSA 3
2:30 – 2:45	BREAK – snacks provided
2:45 – 4:00	School level discussions – this will have an OPI/SRI team member rotating around to look at the school level data with different lenses. You will need to bring 2017 Sept/Oct ISIP data as well as ACT/NWEA/SBAC to share with your team.
4:00 – 4:45	School team meeting – look at ACT/ISIP/NWEA is it all telling the same story
4:45 – 5:00	Closing

Tuesday, October 24th

8:00 – 8:30	Review PDSA 2 and 3 UO and QER Bring your team binder and teachers can bring samples from QER and UO.
8:30 – 9:30	PDSA Cycle 4 – Vocabulary – OPI
9:30 – 10:00	Data collection procedures and use agreement – SRI
10:00 – 10:15	BREAK - snacks provided
10:15 – 11:45	School level PDSA Planning
11:45 – 12:00	Next Steps and Wrap-up

If you have any questions or needs please do not hesitate to reach out at any time.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name sample request

Employee # _____

Building _____

Substitute Name NA

LEAVE REPORT

Date of Leave

Hours

Type of Leave

10/23-24/17

16

SR

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 SRI meeting Attach Brochure/Agenda

Location Helena, MT

Departure Date 10/23/2017

Return Date 10/24/17

Departure Time 8:00 am.

Return Time 5:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 344 x .535/. 2 = 92.02

Per Diem 1B+2L+1D = 47.00

☒ Registration _____ PO# _____ = - 0 -

☒ Hotel _____ PO# _____ =106.93

☐ Other _____ PO# Airfare = - 0 -

☐ Other _____ PO# Luggage = - 0 -

Sub Total \$245.95

Budget BMS staff 126.50.100.1000.500.177 (100%)

BHS staff 226.60.100.1000.500.177 (100%)

Check Total \$139.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____