

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/9/24



-
- 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: 4/3/24

To: Board of Trustees
 Browning Public Schools

From: Jennifer Wagner
Title: Principal

Subject: **In State Travel: Gear-Up Spring Planning Meeting 2023-2024**

Description: Request travel for John Salois to attend the Gear up Spring Planning Meeting 2024 in Havre, MT 4/14/24 & 4/16/24

Financial Impact: \$ \$332.48

Funding Source (Budget/grant, etc.): 226.60.150.2410.582

Attachment(s): Travel Request/Agenda

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

Comments: _____

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



GEAR UP Spring Planning Meeting 2024 - DRAFT

Helena Great Northern Hotel - 835 Great Northern Boulevard, Helena, Montana 59601

Sunday, April 14, 2024

GEAR UP practitioners and administrators arrive in Helena. Check in to lodging.

Monday, April 15, 2024

8:00 - 8:30 AM: Welcome and Networking Time w/ Light Breakfast

8:30 AM – 9:00 AM: FY2024 Grant Updates

9:00 AM – 9:30 AM: MTGU Expectations and Major Changes

9:30 AM – 10:00 AM: Q&A Time

10:00 AM – 10:15 AM: Break

10:15 AM – 10:45 AM: Suggested IP/Budget/Match Components

10:45 AM – 12:00 PM: Work and Planning Time

12:00 PM – 1:00 PM: Student Success Agency Keynote – Lunch Provided

1:00 PM – 1:30 PM: TBD (Session related to data)

1:30 PM – 2:30 PM: Best Practices and Available Resources for Rigorous Coursework

2:30 PM – 4:30 PM: Work and Planning Time

4:30 PM – 5:00 PM: "Office Hours" w/ State Team

Tuesday, April 16, 2024

8:00 – 9:00 AM – Dr. Tricia Seifert Keynote w/ Light Breakfast

9:00 AM – 10:30 AM – Work and Planning Time

10:30 AM – 10:45 AM: Break

10:45 AM – 11:15 AM: Q&A/Burning Questions

11:15 AM – 12:15 PM: Work and Planning Time

12:15 PM – 12:30 PM: Closing Remarks

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

Employee Name John Salois
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/15-4/16/24</u>	<u>16 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 Spring Planning Meeting 2024 (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/14/24

Return Date 4/16/24

Departure Time 2:00 pm

Return Time 4:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 x .67 = \$230.48
Per Diem 2 Days @ \$51 = \$102.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 0
 Other PO# _____ = \$ 0
 Other PO# _____ = \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$332.48

Budget 226-60-150-2410-582 (100 %) \$332.48

Check Total \$332.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____