

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/29/16



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: 9/13/16

To: **Board of Trustees**
 Browning Public Schools

From: John Rouse
Title: Superintendent

Subject: **Travel Out-of-State / Professional Development workshop for Educators**

Description: Request travel for Gustavo Garces to travel to Bellevue, WA to attend the Professional Development workshops for AP and Pre-AP for Educators on October 15, 2016

Financial Impact: \$ 1,212.75

Funding Source (Budget/grant, etc.): 226-60-150-2213-582.

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

WORKSHOP DELIVERY, REGISTRATION, AND FEES

What is the workshop format?

Face-to-face workshops are offered in one- or two-day formats.

One-Day Workshop Agenda*

7:30–8 a.m.	Breakfast and Registration
8 a.m.–noon	In Session
Noon–1 p.m.	Lunch (included)
1–3 p.m.	In Session

Two-Day Workshop Agenda*

Day One

8–8:30 a.m.	Breakfast and Registration
8:30 a.m.–noon	In Session
Noon–1 p.m.	Lunch (included)
1–3:30 p.m.	In Session

Day Two

8–8:30 a.m.	Breakfast and Registration
8:30 a.m.–noon	In Session
Noon–1 p.m.	Lunch (included)
1–3:30 p.m.	In Session

*Note: Start and end times and food offerings may vary slightly by workshop sites. Please review your confirmation letter for specific workshop times.

How to Register

Information on registering for AP workshops can be found in the following pages, including registration form, dates and times of workshops, and payment information. Please note that the workshops listed in the catalog are subject to change, for the most up-to-date information, visit: collegeboard.org/apworkshops.

Online registration is also available at collegeboard.org/apworkshops.

Registration Fees

	Early Bird		Regular	
	MEMBERS*	NONMEMBERS	MEMBERS	NONMEMBERS
One Day	\$190	\$225	\$240	\$275
Two Day	\$375	\$440	\$425	\$490

“Organizing Your AP Exam Administration: A Workshop for AP Coordinators” is free.

*Membership is based on an annual fee paid by your institution. Find out the membership status of your institution: membership.collegeboard.org.

Registration Deadlines

Early Bird Registration Deadline

The early bird registration deadline is three weeks (21 calendar days) before a workshop.

Regular Registration Deadline

The regular rate applies 21 through 14 calendar days before a workshop.

If you have questions about registration, please contact:

The College Board
411 Lafayette Street, Suite 201
New York, NY 10003
Phone 800-787-7477
Fax 212-460-5460

If you have not received a confirmation email that includes a map with directions at least two weeks before your workshop, please call 800-787-7477.

“This was just what I needed to feel confident in starting AP at my school for next year.”

AP ENVIRONMENTAL SCIENCE TEACHER,
2015-16 WORKSHOP ATTENDEE

“The presenter was excellent! I feel excited to implement the strategies and techniques I learned in my own classroom.”

AP ENGLISH LANGUAGE TEACHER,
2015-16 WORKSHOP ATTENDEE

PROFESSIONAL DEVELOPMENT WORKSHOPS

Each year, the College Board offers a variety of flexible and accessible professional development opportunities for middle school and high school educators. In this catalog, you will find information about:

- ▶ AP® Workshops
- ▶ Pre-AP® Workshops
- ▶ AP Summer Institutes
- ▶ AP Annual Conference
- ▶ College Board Forums

Enclosed are schedules and the registration form for the 2016-17 public professional development AP and Pre-AP workshops.

If you are interested in hosting a private workshop for your school or district, please contact your regional office at collegeboard.org/contact-us.

About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit collegeboard.org.

To learn about becoming a College Board member, visit collegeboard.org/membership.

Visit collegeboard.org/apworkshops to learn more about professional development opportunities from the College Board.

"This session was incredibly useful. I am fired up to take these ideas and try them out in my classroom. I also see ways to apply what I learned to my non-AP courses."

**AP ENGLISH LANGUAGE TEACHER,
2015-16 WORKSHOP ATTENDEE**

"Thank you for a great workshop. Really appreciated how thorough and hands-on it was. I would highly recommend this to others."

**AP PSYCHOLOGY TEACHER,
2015-16 WORKSHOP ATTENDEE**



The College Board has been approved as an authorized provider by the International Association for Continuing Education and Training (IACET), 12100 Sunset Hills Road, Suite 130, Reston, VA 20190, and may offer CEUs for its programs that qualify under the ANSI/IACET Standards, internationally recognized as good standards of practice.

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REGISTER ONLINE: [COLLEGEBOARD.ORG/APWORKSHOPS](http://collegeboard.org/apworkshops)

PRE-AP WORKSHOPS & AP SUMMER INSTITUTES

Pre-AP Workshops

The College Board offers a suite of Pre-AP professional development resources and services designed to equip all middle and high school teachers with the strategies and tools they need to engage their students in active, high-level learning, thereby ensuring that every middle and high school student develops the skills, habits of mind, and concepts they need to succeed in college. Pre-AP Initiatives is a key component of the College Board's K-12 Professional Development unit.

Who should attend?

Administrators, middle school teachers and high school teachers

What will they learn?

Pre-AP workshops equip educators with the strategies and tools needed to engage students in active, high-level learning. There are five different workshop types, each offering a unique professional development focus:

Pre-AP Instructional Leadership: Fostering Equity and Access. In this half-day workshop, you and other local and district-based school leaders will learn concrete strategies for expanding access to AP programs and advanced course work to underrepresented students. You will explore methods for implementing and sustaining a school culture that creates the opportunity for all willing and academically prepared students to participate in AP.

Pre-AP Instructional Leadership: Using Data to Improve Student Performance. This interactive workshop provides participants with tools to access, interpret, and use data to improve student performance. Participants will learn strategies for addressing equity and access; creating effective leadership and instructional alignment teams; and supporting teachers as they prepare students for AP and college course work.

Pre-AP: Setting the Cornerstones™ for AP Vertical Teams. This two-day workshop offers a step-by-step action plan for administrators and teachers who are planning to build an AP Vertical Team in their schools. Participants receive a toolkit of concrete applications,

including strategies and hands-on activities, that can be used to build vertical teams and to begin developing their district's action plan. Guided discussions facilitate identifying and solving potential roadblocks.

Workshops are available in the following subject areas:

English, Fine Arts, Mathematics, Science, History, and the Social Sciences, World Languages and Cultures, Interdisciplinary, and Instructional Leadership.

AP or Pre-AP® Summer Institutes

The AP and Pre-AP Summer Institutes are subject-specific professional development opportunities. They provide teachers with the support and training needed to teach AP courses and to utilize Pre-AP teaching strategies. Teachers from around the world come together at these institutes to exchange ideas and information about AP courses and exams.

What can I expect at a College Board–endorsed Summer Institute?

Each institute is managed individually by staff at the sponsoring institution. Endorsed institutes can be found on our Institutes & Workshops search page on AP Central®. AP Central has signed an endorsement agreement with the College Board to ensure quality and consistency among the locations, which includes the use of College Board–endorsed consultants and College Board materials.

How do I register for a College Board–endorsed AP Summer Institute?

Please contact the individual institutes for cost and registration information. Visit AP Central to search the most up-to-date AP Summer Institute schedule and view registration information at collegeboard.org/PSI.

Through scholarships, the College Board offers qualifying teachers at schools without funding for professional development the opportunity to attend an AP Summer Institute at no cost. For more information on scholarships visit professionals.collegeboard.com/k-12/awards/ap-grants.

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

Employee Name Gustavo Garces
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10-14-16</u>	<u>3</u>	<u>SR</u>
<u>10-15 & 10-16</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 Professional Development AP and Pre-AP **Attach Brochure/Agenda**

Location Bellevue, Washington

Departure Date 10/14/16

Return Date 10/16/16

Departure Time 12:00 p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 198 x .54 = 106.92
Per Diem 2 dy OS+1 D/ IS = 195.00

Registration _____ PO#processing= 275.00
 Hotel _____ PO#processing= 226.51
 Other _____ PO# Airfare = 359.32
 Other _____ PO# Luggage = 50.00

Sub Total \$ 1212.75

Budget 226.60.150.2213.582 (100%) \$ 351.92
_____ (%) \$ _____

Check Total \$ 351.92

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____