

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/30/19



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: 1/16/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: **Billie Jo Juneau**
 Title: BHS Principal

Subject: Out of State Travel: GEAR UP/NCCEP Conference

Justification: As a State GEAR UP School, we received notification that Cinnamon was approved to attend the GEAR UP/NCCEP Conference. This conference will be in San Antonio, Texas on February 10th – 13th, 2019 (with travel dates including the 9rd through the 14th).

Financial Impact: Most of the expenses will be paid for by State GEAR UP. The only cost to the District (out of the regular middle school budget) will be the difference between the State and BPS Per Diem rates which will be approximately \$351.74

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

Attachment(s): Conference Agenda/Leave Slip; Professional Development Form

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

Comments: _____

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



Join Us for the CBW!
San Antonio, TX
February 10-13, 2019



NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP

EXCEL • PROVE • MOBILIZE

SUNDAY / FEB. 10

The 2019 Capacity-Building Workshop is coordinated by the National Council for Community and Education Partnerships (NCCEP), the national association of the GEAR UP program.

4:00 pm - 7:00 pm
CBW Registration &
Information Booth Open

5:00 pm - 6:30 pm
An Orientation to GEAR UP

MONDAY / FEB. 11

7:00 am - 4:00 pm
CBW Registration &
Information Booth Open

7:00 am - 7:45 am
Networking Breakfast

8:00 am - 9:00 am
**WELCOME REMARKS &
BURST SESSION**

9:15 am - 10:30 am
Workshops

10:30 am - 11:00 am
Networking Break & Raffle
in Exhibit Corridor

11:00 am - 12:00 pm
Workshops (cont.)

12:15 pm - 1:15 pm
Networking Lunch

1:30 pm - 3:00 pm
**GEAR UP Skill-Building
Seminars**

3:00 pm - 3:30 pm
Networking Break & Raffle
in Exhibit Corridor

3:30 pm - 4:30 pm
**GEAR UP Affinity
Groups**

TUESDAY / FEB. 12

7:00 am - 4:00 pm
CBW Registration &
Information Booth Open

7:00 am - 7:45 am
Networking Breakfast

8:00 am - 9:00 am
BURST SESSION

9:15 am - 10:30 am
Workshops

10:30 am - 11:00 am
Networking Break & Raffle
in Exhibit Corridor

11:00 am - 12:00 pm
Workshops (cont.)

12:15 pm - 1:15 pm
Networking Lunch

1:30 pm - 3:00 pm
**GEAR UP Skill-Building
Seminars**

3:00 pm - 3:30 pm
Networking Break & Raffle
in Exhibit Corridor

3:30 pm - 4:30 pm
GEAR UP Team Debrief

5:00 pm - 6:00 pm
**GEAR UP Directors'
Meeting**

WEDNESDAY / FEB. 13

7:00 am - 1:00 pm
CBW Registration &
Information Booth Open

7:00 am - 7:45 am
Networking Breakfast

8:00 am - 9:00 am
BURST SESSION

9:15 am - 10:30 am
Workshops

10:30 am - 11:00 am
Networking Break

11:00 am - 12:00 pm
Workshops (cont.)

12:15 pm - 1:15 pm
Closing Lunch & Adjournment

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

Employee Name Cinnamon Crawford
Building Browning High School

Employee # 13667
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/9/19 - 2/14/2019</u>	<u>28 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/NCCEP Conference **(Attach Brochure/Agenda)**

Location San Antonio, TX

Departure Date 2/9/19

Return Date 2/14/19

Departure Time 10:00 a.m.

Return Time 11:00 a.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .58 = \$ 147.32

Per Diem 4 days @ 90+\$12ISL+\$42OSD+\$8ISB = \$ 422.00

<input type="checkbox"/> Registration PO#	<u>N/A</u>	= \$	<u>0</u>
<input type="checkbox"/> Hotel PO#	<u>N/A</u>	= \$	<u>0</u>
<input type="checkbox"/> Other PO#	<u>N/A</u>	Airfare = \$	<u>0</u>
<input type="checkbox"/> Other PO#		Luggage = \$	<u>0</u>

Taxi/Shuttle/Parking is reimbursable only with receipt **Sub Total \$ 0**

Budget 226.60.150.1700.582 (100%) \$569.32

Other Costs Paid for/Reimbursed by MTGU

Check Total \$569.32

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

