

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 12/5/18



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: 12/3/18

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel - Assessment Conference

Description: Request travel for Jeri Matt-District Test Coordinator, Rebecca Rappold-KW/VC School Coordinator, Kari McKay-BES and Babb School Coordinator, Jessica Racine-Napi School Coordinator and Violet Sinclair-BMS and BHS School Coordinator to attend the Montana Assessment Conference in Bozeman, MT, January 14 & 15, 2019.

Financial Impact: \$2,549.10 total for all five participants

Funding Source (Budget/grant, etc.): Title I SW 115.90.494.2213.582.119

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

--- Draft Agenda ---
2019 OPI Data and Assessment Conference

The Montana Office of Public Instruction (OPI) is pleased to offer the upcoming "2019 OPI Data and Assessment Conference: Get READY for 2020!"

This conference is designed to help persons involved with the Montana Comprehensive Assessment System (MontCAS) receive technical assistance to administer the state required assessments and professional development to explore resources to support data-driven decision-making. The focus of this year's conference will be on celebrating our past and present successes and looking forward to exciting changes while maintaining consistency and stability within the MontCAS program. We look forward to hosting a range of sessions including, but not limited to, current practices, such as building local comprehensive balanced assessment systems to support teaching and learning, as well as highlighting what's new in 2020!

The conference will be conducted at the GranTree Inn in Bozeman, Montana on and attendees will attend two-day conference filled with diverse sessions to meet their individual needs. The conference will begin at 8:00 am on Day 1 and conclude at 12:30 pm on Day 2.

The Assessment Division will be offering many 'just-in time' trainings to prepare schools for the upcoming 2019 assessments, provide critical updates since last year, and offer a wide range of exceptional trainings on centered on Montana's strategic goals. To maximum professional development and training needs, it is important for attendees to attend the entire two-day conference.



Registration for this conference will take place in early December. Links to registration will be posted on the [MT Assessment Conference page](#) as soon as they are available. This page will also host the final agenda, session materials, hotel location maps, and other logistical details for planning. Participants are encouraged to make their travel arrangements as soon as possible under the "OPI" room block. Make your reservation online with the online link below.

On Day 1 there will be keynote presentation brought to you by the renowned expert on assessment TBA followed by four sessions on Day 2. Each session will offer five different presentations to choose from including our popular new system test coordinator track.

Day 1 – Monday, January 14 th			Day 2 – Tuesday, January 15 th		
7:00 a – 8:30 a	Breakfast:	Provided	7:00 a – 8:00 a	Breakfast:	Provided
8:30 a – 9:30 a	Keynote:	TBA	8:00 a – 8:50 a	Session 1:	
9:40 a – 10:40 a	Session 1:		9:00 a – 9:50 a	Session 2:	
10:50 a – 11:50 a	Session 2:		10:00 a – 10:50 a	Session 3:	
12:00 p – 12:30 p	Lunch:	Provided	11:00 p – 11:50 p	Session 4:	
12:45 p – 1:35 p	Session 3:		12:00 p	Adjourn:	Follow the link to verify attendance and to submit a request to issue a renewal unit certificate.
1:45 p – 2:35 p	Session 4:				
2:45 p – 3:35 p	Session 5:				
3:45 p – 4:35 p	Session 6:				

The OPI Assessment Division is committed to providing reasonable accommodations to people with disabilities. If you need an accommodation, require an alternate format of a document, or have questions concerning accessibility, please contact the OPI Assessment Help Desk at 1.844.867.2569 or e-mail OPIAssessmentHelpDesk@mt.gov no later than January 7, 2019.

--- Draft Agenda ---Information included is subject to change at any time and without notice. Refer to the [MT Assessment Conference page](#) for the most up-to-date information.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Travel Request
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/14-15/19</u>	<u>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 MT Assessment Conference Attach Brochure/Agenda

Location Bozeman, MT

Departure Date 1/13/19

Return Date 1/15/19

Departure Time 11:00

Return Time 5:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 534 ÷ .545 = \$145.52

Per Diem 1day L+D, full day B+L = \$ 82.00

<input checked="" type="checkbox"/> Registration _____	PO# _____	=75.00
<input checked="" type="checkbox"/> Hotel _____	PO# _____	=207.30
<input type="checkbox"/> Other _____	PO# Airfare =	- 0 -
<input type="checkbox"/> Other _____	PO# Luggage =	- 0 -

Sub Total 509.82

Budget 115.90.494.2213.582.119 (100%) \$227.52

Check Total \$227.52

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____