

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/14/20



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: 1/7/20

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Angela Murray-Heavy Runner
 Title: BMS Principal

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

Justification: As a State GEAR UP School, we received notification that Angela Heavy Runner and Nathan Stone were approved to attend the GEAR UP/NCCEP Conference. This conference will be in Orlando, Florida on February 23rd - 26th, 2020 (with travel dates including the 22nd through the 27th).

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 \$156.00.

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

Attachment(s): Conference Agenda (email); 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!
Orlando, Florida
February 23-26, 2020



NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP

EXCEL • PROVE • MOBILIZE

SUNDAY / FEB. 23	MONDAY / FEB. 24	TUESDAY / FEB. 25	WEDNESDAY / FEB. 26
<p><i>The 2020 Capacity-Building Workshop is coordinated by the National Council for Community and Education Partnerships (NCCEP), the national association of the GEAR UP program.</i></p> <p>4:00 pm - 7:00 pm CBW Registration & Information Booth Open</p> <p>5:00 pm - 6:30 pm Connecting to the Big Picture: An Orientation to GEAR UP</p>	<p>7:00 am - 4:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am - 7:45 am Networking Breakfast</p> <p>8:00 am - 9:00 am WELCOME REMARKS & BURST SESSION</p> <p>9:15 am - 10:30 am Workshops</p> <p>10:30 am - 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am - 12:00 pm Workshops (cont.)</p> <p>12:15 pm - 1:15 pm Networking Lunch</p> <p>1:30 pm - 3:00 pm GEAR UP Skill-Building Seminars</p> <p>3:00 pm - 3:30 pm Networking Break & Raffle in Exhibit Corridor</p> <p>3:30 pm - 4:30 pm GEAR UP Affinity Groups</p>	<p>7:00 am - 4:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am - 7:45 am Networking Breakfast</p> <p>8:00 am - 9:00 am BURST SESSION</p> <p>9:15 am - 10:30 am Workshops</p> <p>10:30 am - 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am - 12:00 pm Workshops (cont.)</p> <p>12:15 pm - 1:15 pm Networking Lunch</p> <p>1:30 pm - 3:00 pm GEAR UP Skill-Building Seminars</p> <p>3:00 pm - 3:30 pm Networking Break & Raffle in Exhibit Corridor</p> <p>3:30 pm - 4:30 pm GEAR UP Team Debrief</p> <p>5:00 pm - 6:00 pm GEAR UP Directors' Meeting</p>	<p>7:00 am - 1:00 pm CBW Registration & Information Booth Open</p> <p>7:00 am - 7:45 am Networking Breakfast</p> <p>8:00 am - 9:00 am BURST SESSION</p> <p>9:15 am - 10:30 am Workshops & Learning Labs</p> <p>10:30 am - 11:00 am Networking Break</p> <p>11:00 am - 12:00 pm Workshops (cont.)</p> <p>12:15 pm - 1:15 pm Closing Lunch & Adjournment</p>

Per Diem Documentation
GEAR UP Meeting – Orlando, Florida
2/22-27/20

Saturday, February 22nd

Depart Browning @ 4 pm for Kalispell Airport

IS Dinner \$15 (GU Rate- \$14.50)

Sunday, February 23rd

Breakfast, Lunch and Dinner

OS Breakfast \$18 (\$13), OS Lunch
\$30 (\$14), OS Dinner \$42 (\$23)

Monday, February 24th

Breakfast and Lunch provided at conference

OS Dinner \$42 (\$23)

Tuesday, February 25th

Breakfast and Lunch provided at conference

OS Dinner \$42 (\$23)

Wednesday, February 26th

Breakfast and Lunch provided at conference

OS Dinner \$42 (\$23)

Thursday, February 27th

Depart Kalispell for Browning @ 9 am

IS Breakfast \$9.00 (\$7.50)

TOTAL

\$240

NOTE: Montana GEAR UP will reimburse only at the state rate, which is listed in parentheses for each meal.

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

Employee Name Sample Contract
Building BMS

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/24 - 26, 2020</u>	<u>25</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 NCCEP/GU Capacity Building Workshop **Attach Brochure/Agenda**

Location Orlando, Florida

Departure Date 2/23/20

Return Date 2/26/20

Departure Time 9:00 am

Return Time 4:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 99 miles ÷ 2 @ .575 = \$ 56.93

Per Diem 3 Days @ \$90 + \$15D = \$285.00

Registration PO# _____ = \$ 0.

Hotel PO# _____ = \$ 0.

Other PO# _____ = \$ 0.

Other PO# _____ = \$ 0.

Sub Total \$341.93

Budget 126.50.471.1700.582 (%) \$242.93

126.50.130.1700.582 (%) \$ 99.00

Check Total \$341.93

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____