

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 08/08/16



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: 08/08/16

To: **John Rouse**
 Superintendent

From: Kimberly Tatsey-McKay
Title: Montana SOARS GMP Director

Subject: **Out of State Travel-PBIS: Systems for Enhancing Climate & Culture**

Description: Kimberly Tatsey-McKay, Montana SOARS Good Medicine Program Director, is recommending Out of State travel for Billie Jo Juneau, Jennifer Ehlers, and Kimberly Tatsey-McKay to attend the PBIS: Systems for Enhancing Climate & Culture on October 27-28, 2016 in Rosemont Illinois. This is a required training that is outlined in our 2016 OPI Montana SOARS grant.

Financial Impact: \$1,605.30 ea

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): Sample Leave Request/Conference Agenda

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

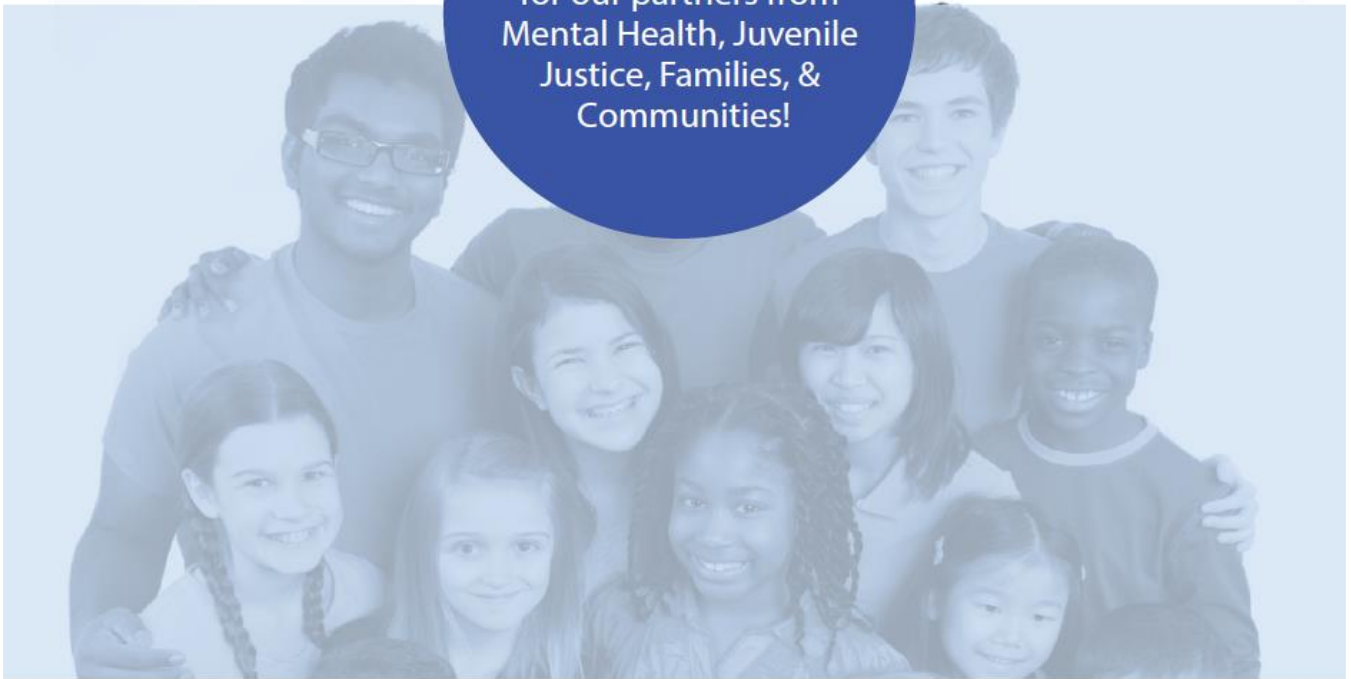
Comments: _____

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

2016 National PBIS Leadership Forum

PBIS: Systems for Enhancing Climate & Culture

Featuring
strands designed
for our partners from
Mental Health, Juvenile
Justice, Families, &
Communities!



● ● ● ● ● October 27-28, 2016

October 27, 2016

7:30am Registration Check In

8:30am Welcome, Purpose, Organizer

8:45am - 9:45am Plenary Session

Classroom PBIS: Make Every Minute Count

Brandi Simonsen, University of Connecticut

9:45am - 10:15am Team Planning Time

10:15am - 11:30am Breakout Sessions I

- A1 Developing Evaluation Plans & Reports**
Bob Algozzine, University of North Carolina, Charlotte; Laura Winter, North Carolina Department of Public Instruction; Holly Niedermeyer, Carrabus County Schools (NC)
➤ **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- A2 Organizing & Implementing Problem Solving & Data-Based Decision Making**
Anne Todd, University of Oregon; Angela Preston, University of North Carolina at Charlotte
➤ **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- A3 Positive & Proactive High School Classroom Practices**
Jeff Sprague, University of Oregon; Sheri Luecking, Midwest PBIS Network (IL); Amanda Macias & Denise Belobraydic, Alton School District (IL)
➤ **Strand:** Classroom
Targeted Audience: All Implementers
- A4 Using Data to Enhance Equity**
Bert Eliason, University of Oregon; Jennifer Rollenhagen, Michigan's Integrated Behavior & Learning Support Initiative; Aaron Barnes, Minnesota Department of Education
➤ **Strand:** Equity
Targeted Audience: All Implementers
- A5 Facility-wide PBIS in Juvenile Corrections: Suggestions, Highlights, & Resources**
Simon Gonsoulin & Katherine Deal, American Institutes for Research (DC); Autumn Espe, Grand Mesa Youth Services Center (CO); Chasidy Taylor, Eastman Youth Development Campus (GA)
➤ **Strand:** Juvenile Justice
Targeted Audience: All Implementers
- A6 Improving PBIS & School Mental Health Integration within Effective Multi-Tiered Systems of Support: National Resource Center Perspectives**
Sharon Stephan, University of Maryland; Mark Weist, University of South Carolina; Lucille Eber, Midwest PBIS Network (IL); Susan Barrett, Mid-Atlantic PBIS Network (MD)
➤ **Strand:** Mental Health Integration

10:15am - 11:30am Breakout Sessions I (cont.)

- A7 Family & Community Partners within an Interconnected Systems Framework**
Kelly Perales, Midwest PBIS Network (IL)
➤ **Strand:** Mental Health Integration
Targeted Audience: All Implementers
- A8 Getting Started: PBIS Systems, Part 1**
George Sugai, University of Connecticut
➤ **Strand:** PBIS Foundations
Targeted Audience: Initial Implementers
- A9 Increasing Visibility of PBIS through Mainstream & Social Media**
Kent McIntosh, University of Oregon; Ashley Greenwald, Nevada PBIS TA Center; Greg Benner & Kelcey Schmitz, University of Washington Tacoma
➤ **Strand:** PBIS Foundations
Targeted Audience: Initial Implementers
- A10 Coaching: Supporting Effective Problem Solving & Action Planning**
Heather Peshak George & Kathy Christiansen, University of South Florida
➤ **Strand:** Special Topics
Targeted Audience: All Implementers
- A11 Implementing School-wide PBIS in Alternative Settings**
Christine Downs, The May Institute (MA); Caley Arzamarski, Brown University (RI)
➤ **Strand:** Special Topics
Targeted Audience: All Implementers
- A12 Culturally Responsive School Climates: Increasing the Engagement of Families from Diverse Cultural & Linguistic Backgrounds in the PBIS Process**
Martha Blue-Banning, University of Kansas; Alba Ortiz, University of Texas at Austin; Karran Harper Royal, Pyramid Community Parent Resource Center (LA)
➤ **Strand:** Systems Alignment
Targeted Audience: All Implementers
- A13 Restorative Practices Across Tiers: Elementary Example**
Jessica Swain-Bradway, Midwest PBIS Network (IL); Jill Mathews-Johnson, Garden Hills Elementary School (IL)
➤ **Strand:** Systems Alignment
Targeted Audience: Intermediate/Advanced Implementers
- A14 Tier II Readiness, Systems, & Interventions**
Tim Lewis & Barbara Mitchell, University of Missouri
➤ **Strand:** Tier II Systems & Practices
Targeted Audience: All Implementers
- A15 District-wide Implementation of Tier II & Tier III PBIS**
Rob Horner, University of Oregon; Nicole Nakayama, Springfield School District (OR)
➤ **Strand:** Tier II Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers
- A16 Embedding Wraparound in your Multi-Level System of Support**
Rachel Saladis, Wisconsin PBIS Network
➤ **Strand:** Tier III Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers

Get the most up-to-date information automatically with our mobile app!

Download PBIS Forum from the App Store or Google Play. Session information, agenda, Twitter feed, and related web links (online registration, reservations, volunteer application, poster proposal application, and event sponsors) are already available!

11:45am - 1:00pm Breakout Sessions II

- B1 Defining Tier I Family & Community Engagement within School-wide PBIS**
Devon Minch, Anna Winneker, & Brian Gaunt, University of South Florida
► **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- B2 District Planning Using Goals to Evaluate Needs, Progress, & Next Steps**
Heather Peshak George, University of South Florida; Alexis Cash, Santa Rosa County Schools (CA)
► **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- B3 Integrating Academics & Behavior In the Classroom**
Steve Goodman, Michigan's Integrated Behavior & Learning Support Initiative; Nikki Nash, Three Rivers Middle School (MI)
► **Strand:** Classroom
Targeted Audience: All Implementers
- B4 Effective Teacher Instructional Behaviors to Decrease Challenging Student Behavior**
Terrance Scott & Regina Hirn, University of Louisville (KY)
► **Strand:** Classroom
Targeted Audience: All Implementers
- B5 Improving School Climates: A Special Focus on Including LGBTQ Children & Youth**
Jennifer Freeman, University of Connecticut; Renee Bradley, US Department of Education (DC); Cindy Martsch, Sandburg Elementary School (IL)
► **Strand:** Equity
Targeted Audience: All Implementers
- B6 Adoption, Implementation, & Sustainability of PBIS In Juvenile Corrections: Perspectives from Agency & Facility Team Leaders**
Janette Nihles, Georgia Department of Juvenile Justice; Rodney Dinkins & Brianna Brooker, Savannah Youth Detention Center (GA); Kristen Withrow & Robert "Tres" Newport, Mount View Youth Services Center (CO)
► **Strand:** Juvenile Justice
Targeted Audience: All Implementers
- B7 The Role of School-based Clinicians In Multi-tiered Systems of Support**
Ami Flammini & Ali Hearn, Midwest PBIS Network (IL)
► **Strand:** Mental Health Integration
Targeted Audience: Initial implementers
- B8 Getting Started: Integrating School Climate & Cultural Considerations within PBIS**
Tamika La Salle, University of Connecticut; Jennifer Rollenhagen & Allison Olivio, Michigan's Integrated Behavior & Learning Support Initiative
► **Strand:** PBIS Foundations
Targeted Audience: Initial Implementers

11:45am - 1:00pm Breakout Sessions II (cont.)

- B9 They Aren't Ready! Developing Systems of Support for Freshmen**
Mimi McGrath Kato, University of Oregon
► **Strand:** PBIS Foundations
Targeted Audience: All Implementers
- B10 Bullying Prevention In PBIS: The Foundation for Effective Practices**
Scott Ross, Colorado Department of Education; Rhonda Nese, University of Oregon
► **Strand:** Special Topics
Targeted Audience: Initial Implementers
- B11 Bables on Board: Allgning Early Childhood & School-wide PBIS**
Anna "Paula" Peixoto daSilva, Anne Wimmer & Catherine Raulerson, University of South Florida
► **Strand:** Special Topics
Targeted Audience: All Implementers
- B12 Allgning Multiple Initiatives In a Rural District**
Susan Barrett, Mid-Atlantic PBIS Network (MD); Sheri Luecking, Midwest PBIS Network (IL); Jennifer Garrison, Sandoval School District (IL)
► **Strand:** Systems Alignment
Targeted Audience: All Implementers
- B13 Tier II Intervention: A Class-wide Approach**
Howard Wills, University of Kansas
► **Strand:** Tier II Systems & Practices
Targeted Audience: All Implementers
- B14 Tier II In High Schools: Same Features Different Needs**
Patricia Hershfeldt, Mid-Atlantic PBIS Network (MD), Angus Kittelman, University of Oregon
► **Strand:** Tier II Systems & Practices
Targeted Audience: All Implementers
- B15 Basic FBA to BSP, Part 1: Building School Capacity to Conduct FBA**
Chris Borgmeier & Sheldon Loman, Portland State University (OR); Kathleen Strickland Cohen, Texas Christian University
► **Strand:** Tier III Systems & Practices
Targeted Audience: All Implementers
- B16 Tier III Data Systems Development**
Don Kincaid & Therese Sandomierski, University of South Florida; Bob Putnam, The May Institute (MA); Katie Conley, University of Oregon
► **Strand:** Tier III Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers

1:00pm - 2:00pm Lunch & Team Action Planning

Box lunch will be provided

2:15pm - 3:30pm Breakout Sessions III

- C1 Systematic Screening in Secondary Schools**
Kathleen Lynne Lane, University of Kansas; Leah Wisdom, Bill DeWitt, & Matt Brungardt, Lawrence Public Schools (KS)
■ **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- C2 Classroom Assessment & Decision Making**
Jessica Swain-Bradway, Midwest PBIS Network (IL); Bob Putnam, The May Institute (MA); Tiffany Frerks, Appleton Area School District (WI)
■ **Strand:** Classroom
Targeted Audience: All Implementers
- C3 Supporting Implementation of Positive Classroom Behavioral Supports through a Systematic Coaching Approach**
Kim Yanek, Mid-Atlantic PBIS Network (MD); Ami Flammini, Midwest PBIS Network (IL); Allison Woods & Travis Koomler, Metropolitan School District of Warren Township (IN)
■ **Strand:** Classroom
Targeted Audience: All Implementers
- C4 An Instructional Alternative to Suspension**
Rhonda Nese, University of Oregon
■ **Strand:** Equity
Targeted Audience: Intermediate/Advanced Implementers
- C5 Engaging Academic Instructional Delivery to Promote Equity in Education**
Erin Chaparro, University of Oregon
■ **Strand:** Equity
Targeted Audience: All Implementers
- C6 Aligning Facility-wide PBIS & Restorative Practices: Lessons Learned & Future Directions**
Jeff Sprague, University of Oregon; Michael Pisney, Lookout Mountain Youth Services Center (CO)
■ **Strand:** Juvenile Justice
Targeted Audience: All Implementers
- C7 Addressing Students with Internalizing Needs through School-wide PBIS**
Rob Horner, University of Oregon; Mark Weist, University of South Carolina; Sharon Stephan, University of Maryland; Lucille Eber, Midwest PBIS Network (IL)
■ **Strand:** Mental Health Integration
Targeted Audience: All Implementers
- C8 Training Materials & Implementation Resources for the Interconnected Systems Framework**
Kelly Perales, Midwest PBIS Network (IL)
■ **Strand:** Mental Health Integration
Targeted Audience: Intermediate/Advanced Implementers
- C9 Getting Started: PBIS Practices, Part 2**
George Sugai, University of Connecticut; Diane Myers, Texas Woman's University
■ **Strand:** PBIS Foundations
Targeted Audience: Initial Implementers

2:15pm - 3:30pm Breakout Sessions III (cont.)

- C10 High School Implementation: Ensuring Staff Engagement in High Schools**
Brigid Flannery, University of Oregon; Jennifer Freeman, University of Connecticut; Ariel Correa, Streamwood High School (IL)
■ **Strand:** PBIS Foundations
Targeted Audience: All Implementers
- C11 Families as Partners: Effective Strategies for Family Engagement in Early Childhood PBIS**
Lise Fox, University of South Florida
■ **Strand:** Special Topics
Targeted Audience: Initial Implementers
- C12 The Tacoma Whole Child Initiative: A Sustainable, City-wide System of Support**
Greg Benner & Kelcey Schmitz, University of Washington Tacoma; Jennifer Kubista, Tacoma Public School District (WA); Kim Zacher, Comprehensive Life Resources (WA)
■ **Strand:** Systems Alignment
Targeted Audience: Intermediate/Advanced Implementers
- C13 District-wide Implementation of Integrated PBIS & Restorative Justice**
Lori Lyness, Sound Supports (WA); Kerri Berkowitz, San Francisco Unified School District (CA); Mary Ann Ayala, Santa Rosa City Schools, CA
■ **Strand:** Systems Alignment
Targeted Audience: All Implementers
- C14 Tier II Progress Monitoring: Using Data for Decision Making**
Allison Bruhn, University of Iowa; Sara McDaniel, University of Alabama
■ **Strand:** Tier II Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers
- C15 Basic FBA to BSP, Part 2: Building School Capacity to Develop & Implement Behavior Support Plans**
Chris Borgmeier & Sheldon Loman, Portland State University (OR); Kathleen Strickland Cohen, Texas Christian University; Laura Swanlund, Community Consolidated School District 15 (IL)
■ **Strand:** Tier III Systems & Practices
Targeted Audience: All Implementers
- C16 Simplifying FBA & BIP as Part of a Classroom Intervention**
Terrance Scott, University of Louisville (KY)
■ **Strand:** Tier III Systems & Practices
Targeted Audience: All Implementers

3:45pm - 4:30pm RDQ Sessions

Roundtable / Discussion / Q & A sessions provide an opportunity for continuing conversations on specific PBIS topics.

5:00pm - 7:00pm Poster & Networking Session

OCTOBER 28, 2016

8:00am - 9:00am Plenary Session

Family, School, & Community Connections

J. Mark Eddy, University of Washington Tacoma

9:30am - 10:45am Breakout Sessions IV

- D1 Building District Capacity for Data Integration: Current Practices & Future Directions**
Drew Braun & Jessica Daily, University of Oregon; Jennifer Rollenhagen, Michigan's Integrated Behavior & Learning Support Initiative; Virginia Joseph, Tustin School District (CA)
► **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- D2 Measuring Fidelity & Action Planning with the Tiered Fidelity Inventory**
Erin Chaparro, University of Oregon; Laura Winter, North Carolina Department of Public Instruction; Nicole Nakayama, Springfield School District (OR)
► **Strand:** Applied Evaluation
Targeted Audience: Intermediate/Advanced Implementers
- D3 Implementation of a Problem Solving Coaching Model for Classroom PBIS**
Devon Minch & Ashley McSuga Gage, University of South Florida; Dama Abshier, Marion County Public Schools (FL)
► **Strand:** Classroom
Targeted Audience: Intermediate/Advanced Implementers
- D4 District Level Supports for Monitoring Implementation of Classroom PBIS**
Barbara Mitchell, University of Missouri; Kate Heineman & Paige Hastings, Fremont Public Schools (NE)
► **Strand:** Classroom
Targeted Audience: All Implementers
- D5 Reducing the Effects of Implicit Bias in School Discipline**
Kent McIntosh, University of Oregon
► **Strand:** Equity
Targeted Audience: Initial Implementers
- D6 Using Student Voice in PBIS**
Anna Winneker & Stephanie Martinez, University of South Florida
► **Strand:** Equity
Targeted Audience: Intermediate/Advanced Implementers
- D7 Using the PBIS Framework in Juvenile Corrections to Promote Community/Family Partnerships & Engagement**
Kristine Jolivet, Kathleen Kimball & Brandis Ansley, Georgia State University; Denise McClain, Devereux Georgia Treatment Network
► **Strand:** Juvenile Justice
Targeted Audience: All Implementers

9:30am - 10:45am Breakout Sessions IV (cont.)

- D8 Systematic Screenings in Tiered Systems: Illustrations & Critical Conversations**
Kathleen Lynne Lane, University of Kansas; Mark Weist, University of South Carolina; John Crocker, Methuen Public Schools (MA)
► **Strand:** Mental Health Integration
Targeted Audience: Intermediate/Advanced Implementers
- D9 Action Planning Guide to Strengthen & Align Mental Health & PBIS**
Susan Barrett, Mid-Atlantic PBIS Network (MD); Kelly Perales, Midwest PBIS Network (IL)
► **Strand:** Mental Health Integration
Targeted Audience: All Implementers
- D10 Implementing PBIS within Urban School Districts**
Rob Horner, University of Oregon; Corky Kern & Nicole Fricke-Pothier, San Francisco Unified School District (CA)
► **Strand:** PBIS Foundations
Targeted Audience: All Implementers
- D11 Bullying Prevention in PBIS: Increasing Student Ownership & Recognizing Stand Up Behavior**
Scott Ross, Colorado Department of Education; Rhonda Nese, University of Oregon
► **Strand:** Special Topics
Targeted Audience: Initial Implementers
- D12 Promoting Social Emotional Competence in the Preschool Classroom: Powerful Teaching Practices that Every Early Educator Should Know & Use**
Lise Fox & Denise Binder, University of South Florida
► **Strand:** Special Topics
Targeted Audience: All Implementers
- D13 Aligning Academic & Behavioral Systems of Support: Current Trends in Perspectives & Practices**
Brian Gaunt, University of South Florida
► **Strand:** Systems Alignment
Targeted Audience: Intermediate/Advanced Implementers
- D14 Tier II Evidence-based Practices: Self-management Strategies**
Tim Lewis, Heather Hatton, & Danielle Starkey, University of Missouri; Reesha Adamson, Missouri State University
► **Strand:** Tier II Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers
- D15 Building Capacity for FBA/BIP Using the PBIS.ORG Resources**
Don Kincaid, University of South Florida
► **Strand:** Tier III Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers
- D16 Tier III: Getting It Started in High Schools**
Ami Flammini, Midwest PBIS Network (IL); Neal Grimes, Kankakee School District (IL)
► **Strand:** Tier III Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers

11:00am - 12:15pm Breakout Sessions V

- E1 Organizing & Analyzing Data at Tier II & Tier III**
Katie Conley & Nadia Sampson, University of Oregon
► **Strand:** Applied Evaluation
Targeted Audience: Intermediate/Advanced Implementers
- E2 Data-Based Decision Making for Universal Systems**
Jessica Daily, University of Oregon
► **Strand:** Applied Evaluation
Targeted Audience: All Implementers
- E3 Systems to Support Classroom PBIS**
Brandi Simonsen & Jennifer Freeman, University of Connecticut; Christie Lewis, University of Missouri
► **Strand:** Classroom
Targeted Audience: All Implementers
- E4 Embedding Culturally Responsive Practices Into PBIS**
Milaney Levenson & Kent Smith, Wisconsin PBIS Network
► **Strand:** Equity
Targeted Audience: All Implementers
- E5 Root Cause Analysis for Equitable Discipline Outcomes**
Therese Sandomierski, University of South Florida
► **Strand:** Equity
Targeted Audience: Intermediate/Advanced Implementers
- E6 Using the PBIS Framework to Meet the Mental Health Needs of High-Risk Youth in Facilities**
Erin Butts, Montana Office of Public Instruction; Zoe Barnard, Montana Children's Mental Health Bureau; Michael Pisney, Lookout Mountain Youth Services Center (CO); Marcia Riordan, Acadia Psychiatric Residential Treatment Facility (MT)
► **Strand:** Juvenile Justice
Targeted Audience: All Implementers
- E7 Eliminating Confinement & Seclusion in Juvenile Corrections: Building from the PBIS Framework & Supporting Implementation by PBIS Coordinators**
Christy Doyle, Miguel Fernandez, Lester Allen, Tommy McWhorter, & Pamela Woodard, Georgia Department of Juvenile Justice
► **Strand:** Juvenile Justice
Targeted Audience: All Implementers
- E8 Advancing the Interconnected Systems Framework through State & District Structures**
Lucille Eber, Midwest PBIS Network (IL); JoAnne Malloy, University of New Hampshire; Mary Steady, New Hampshire Department of Education
► **Strand:** Mental Health Integration
Targeted Audience: All Implementers
- E9 Supporting Families: School & Community Connections**
J. Mark Eddy, University of Washington Tacoma
► **Strand:** PBIS Foundations
Targeted Audience: All Implementers

11:00am - 12:15pm Breakout Sessions V (cont.)

- E10 Adopting & Adapting PBIS for Use in Alternative Education Settings: Lessons Learned & Practical Application**
Jeff Sprague, University of Oregon; Jon Eyster & Gail Angus, Collaborative Learning Solutions (CA)
► **Strand:** Special Topics
Targeted Audience: All Implementers
- E11 Implementing a Multi-tiered System of Support Across the Tiers for Students with Autism Spectrum Disorder**
Bob Putnam, The May Institute (MA); Kathy Gould, Illinois Autism Partnership
► **Strand:** Special Topics
Targeted Audience: All Implementers
- E12 Structuring & Aligning PBIS for Success at the State Level**
Steve Goodman, Michigan's Integrated Behavior & Learning Support Initiative; Deborah Gay, Georgia Department of Education; Teri Chapman, Michigan Department of Education
► **Strand:** Systems Alignment
Targeted Audience: All Implementers
- E13 Using Academic & Behavioral Data to Transform Systems & Practices**
Allyson Satter, University of Kansas; Justus Booth, Northwest Middle School (MS)
Strand: Systems Alignment
Targeted Audience: Initial Implementers
- E14 Tier II Intervention: Teaching Social Skills in Small Group Settings**
Terrance Scott, University of Louisville (KY)
► **Strand:** Tier II Systems & Practices
Targeted Audience: All Implementers
- E15 Tier II Tools for Effective Team Decision Making: Go with the Flow...Charts**
Deanna Maynard & Gordon Way, Missouri School-wide Positive Behavior Support; Linda Bradley, University of Missouri
► **Strand:** Tier II Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers
- E16 Prevent-Teach-Reinforce: A Comprehensive FBA/BIP Process Feasible for School Implementation**
Rose Iovannone, University of South Florida; Linda Marie Smith, Delaware Department of Education; Tina Lawson, Pennsylvania Training & Technical Assistance Network
► **Strand:** Tier III Systems & Practices
Targeted Audience: Intermediate/Advanced Implementers

12:20pm - 1:00pm Plenary Session

**PBIS Lessons Learned:
Share the Secret & Spread the Word!**

*Renee Bradley, Office of Special Education
& Rehabilitation, US Department of Education*

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

Employee Name SAMPLE
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/26-10/28, 2016</u>	<u>32</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 PBIS: Systems for Enhancing Climate & Culture **(Attach Brochure/Agenda)**

Location Rosemont, Illinois

Departure Date 10/26/16 Return Date 10/29/16

Departure Time 9:00 a.m. Return Time 10:00 a.m.

Transportation: Personal Vehicle Mileage 127 @ .54 =\$ 68.58
 District Vehicle Per Diem 2 days @ \$90 + \$48 + \$8B =\$ 236.00
 Professional Development

Registration PO# 18358 =\$ 220.00
 Hotel PO# _____ =\$ 481.52
 Other PO# Airfare =\$ 549.20
 Other PO# Luggage =\$ 50.00

Sub Total \$1,605.30

Budget 115.90.465.1000.582.202 (100 %) \$354.58
 _____ (_____ %) \$

Check Total \$354.58

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____