

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/09/2018



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: 09/27/2018

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

From: John Salois
Title: BHS Prinicpal

Subject: **AP Biology Workshop**

Description: Request approval for Melody Small to travel to LaJolla, California to attend AP Biology Workshop on Saturday, November 3, 2018.

Financial Impact: \$1,670.60

Funding Source (Budget/grant, etc.): High School Budget-Instructional Staff Development

Attachment(s): Description of workshop

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

Comments: _____

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

My Agenda

La Jolla High School**Personal Agenda for Melody Small****Saturday, November 3, 2018**

8:00 AM - 3:00 PM

Biology

This workshop for new and experienced teachers will review materials, course outlines, content-related handouts, student samples, and scoring guidelines that focus on pedagogical techniques and content-specific strategies that you can use in the classroom. Learning outcomes After attending this workshop, you will be able to:

- Apply concrete strategies for designing and implementing an AP Biology curriculum.
- Develop activities, assessments, and laboratory investigations that engage students in acting and thinking like scientists, drawing from the Curriculum Framework and AP Biology Investigative Labs: An Inquiry-Based Approach.
- Implement strategies to prepare students for the AP Eexam.
- Develop or revise a syllabus to align with course requirements.

La Jolla High School La Jolla California

LA JOLLA HIGH SCHOOL

GENERAL OPTIONS

Name:

Melody Small

Title:

Teacher

Address:

P.O. Box 809

105 Hwy 89

Browning, Montana 59417

USA

Number of People Registered:

1

Confirmation Number:

D7NVNS3XZK6 (needed to modify your registration)

Event Title:

La Jolla High School

Location:

La Jolla High School

750 Nautilus Street

La Jolla, California 92037

USA

Date:

11/03/2018

Time:

8:00 AM

CURRENT REGISTRATION DETAILS

MELODY SMALL

Subjects

Date and Time	Subject	Cost
11/03/2018 8:00 AM	Biology	\$235.00

ORDER SUMMARIES

Order

Date	Type	Invoice #	Amt Ordered	Amt Paid	Amt Due
09/26/2018 12:42 PM PT	offline order	CV-2230-0108-0111	\$235.00	\$0.00	\$235.00
Total:			\$235.00	\$0.00	\$235.00

PAYMENT DETAILS

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name Melody Small
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/01/2018</u>	<u>2</u>	<u>SR</u>
<u>11/02/2018</u>	<u>9</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 AP Biology Workshop (Attach Brochure/Agenda)

Location La Jolla, California

Departure Date 11/01/2018 Return Date 11/04/2018

Departure Time 2:00 p.m. Return Time 8:00 p.m.

Transportation: Personal Vehicle Mileage 254x.545 =\$ 138.43
 District Vehicle Per Diem 3 dys @ 90 + \$15-ISD+\$270-OS(BLD) =\$ 285.00
 Professional Development

Registration PO# _____ =\$ 235.00
 Hotel PO# Crystal Inn+Travelodge =\$ 381.57
 Other PO# Airfare - estimate. =\$ 580.60
 Other PO# Luggage =\$ 50.00

Sub Total \$1,670.60

Budget 226.60.150.1700.582.0000 (100 %) \$473.43

Check Total 473.43

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____