

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/29/16



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: 9/20/16

To: **Board of Trustees** **From** **Julie Hayes**
 Browning Public Schools Title: BMS Principal

Subject: BMS GEAR UP Staff to attend State GEAR UP/GEAR UP Northwest Conference

Description: I am requesting travel for Melanie Magee and Sunshine Gaither to attend the State GEAR UP/GEAR UP Northwest Conference in Spokane, Washington on October 16th – 18th, 2016 (with travel dates including the 15th and the 19th). As a State GEAR UP School, we are required to send our GEAR UP staff to our annual GEAR UP conference.

Financial Impact: \$333.00 each (Montana GEAR UP will pay for all travel expenses, except for the difference (which will be covered by the District's regular middle school budget) between the State and BPS Per Diem rates which will be approximately \$333.00 less state rates of approximately \$172.00 = \$161.00 x 2 = \$333.00 (plus mileage for 1 driver \$326.24).

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

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: _____

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Latest News:

Posted on April 6, 2016
GEAR UP West - Registration Open
 GEAR UP West is a collaborative regional conference of college access practitioners from the western US. The planning committee for this conference includes GEAR UP staff and directors from many states.

GEAR UP West - Conference Schedule

Sunday, 10/16	Monday, 10/17	Tuesday, 10/18
12:00pm - Registration Desk Opens	7:00am - Registration Desk Opens	7:00am - Registration Desk Opens
1:00-4:30pm - Pre-Conference Sessions	7:30-8:45am - Breakfast	7:30-8:45am - Breakfast
5:00-6:30pm - Welcome Dinner	9:00-10:15am - Breakout Sessions	9:00-10:15am - Breakout Session
	10:30-11:45am - Breakout Sessions	10:30-11:45am - Breakout Sessions
	12:00-1:30pm - Keynote Luncheon	12:00-1:30pm - Keynote Luncheon
	1:45-3:00pm - Breakout Sessions	1:45-3:00pm - Breakout Sessions
	3:15-4:30pm - Breakout Sessions	
	4:30-5:30pm - Networking Reception	



Melanie Magee <melaniem@bps.k12.mt.us>

GEAR UP West 2016 - Travel and Registration Information

2 messages

Bliss, Jessie <jessi bliss@montana.edu>

Tue, Sep 13, 2016 at 4:54 PM

To: "Alan Pule (apule@stagnatiusschools.org)" <apule@stagnatiusschools.org>, "Amy Price (alprice@teameureka.net)" <alprice@teameureka.net>, "April Rewerts (rewerts@libbyschools.org)" <rewerts@libbyschools.org>, "Brandi Horn (Brandilhom2@yahoo.com)" <Brandilhom2@yahoo.com>, "Chad Eichenlaub (eichenlaubc@stregis.k12.mt.us)" <eichenlaubc@stregis.k12.mt.us>, "Charli Chapman (cchapman@teameureka.net)" <cchapman@teameureka.net>, "Christiana Routon (crouton@teameureka.net)" <crouton@teameureka.net>, "Christy Day Chief (christy_daychief@yahoo.com)" <christy_daychief@yahoo.com>, "Coralie Tesch (coralie.tesch@hardin.k12.mt.us)" <coralie.tesch@hardin.k12.mt.us>, "Deanna Malyevac (malyevacd@libbyschools.org)" <malyevacd@libbyschools.org>, "Deanne Smith (dsmith@arleeschools.org)" <dsmith@arleeschools.org>, "Dorrina Patacsil (dorrinap@rockyboy.k12.mt.us)" <dorrinap@rockyboy.k12.mt.us>, "Erin Loendorf (eloendorf@wolfpoint.k12.mt.us)" <eloendorf@wolfpoint.k12.mt.us>, "Josephine Lehrwyn (josephinel@bps.k12.mt.us)" <josephinel@bps.k12.mt.us>, "Lisa DayChild (lisa.daychild@lodgegrass.k12.mt.us)" <lisa.daychild@lodgegrass.k12.mt.us>, "Melanie Magee (melaniem@bps.k12.mt.us)" <melaniem@bps.k12.mt.us>, "Penny Beckman (pbeckman@blackfoot.net)" <pbeckman@blackfoot.net>, "Sarah Etter (etters@stregis.k12.mt.us)" <etters@stregis.k12.mt.us>, "Shannon Clark (sclark@pryor.k12.mt.us)" <sclark@pryor.k12.mt.us>, "Shari Ruff (sruff@boxelder.k12.mt.us)" <sruff@boxelder.k12.mt.us>, "Sondra Grigsby (sgrigsby@lincoln.k12.mt.us)" <sgrigsby@lincoln.k12.mt.us>, "Sunshine Gaither (sunshineg@bps.k12.mt.us)" <sunshineg@bps.k12.mt.us>, "Taryn Sherbo (tsherbo@troyk12.org)" <tsherbo@troyk12.org>, "Tim Hardy (tim.hardy@hardin.k12.mt.us)" <tim.hardy@hardin.k12.mt.us>, Rae Dawn Lei <raedawn.lei@lamedeer.k12.mt.us>
Cc: "Egli, Janelle" <jegli@montana.edu>, "Thomason, Lucille" <lthomason@montana.edu>, "Hawkins, Zach" <zhawkins@montana.edu>, "Hert, Kelly" <khert@montana.edu>

Good Afternoon from Helena!

We welcome everyone back to a new school year and hope everyone was able to relax at least a little bit this summer. Below is important information in relation to GEAR UP West 2016 and the Fall Liaison Meeting which will be held October 16-18, in Spokane, Washington. Liaisons will be required to attend the Fall Liaison Meeting held prior to the start of GEAR UP West in Spokane on Sunday, October 16th (more information to follow with regards to time & location). This will require that you arrive in Spokane Saturday night, October 15th. More information about the GEAR UP West Conference can be found here and the conference schedule can be found here.

- Montana GEAR UP will register you for the GEAR UP West Conference and pay in advance for registration
- Montana GEAR UP has made hotel reservations for you at the Double Tree by Hilton at 322 N. Spokane Falls Court, checking in Saturday, October 15th and checking out Tuesday, October 18th. This hotel is the conference hotel, and we will pay for your room in advance. You may be required to present a debit/credit card at check-in for incidentals. **If you will not be arriving on Saturday, please let me know so I can cancel your room.**
- Meals not included in the conference registration will be reimbursed to the school at the out-of-state per diem of:
 - \$11 for breakfast (Sun)
 - \$12 for lunch (Sat, Sun)
 - \$23 for dinner (Sat, Sun, Mon, Tues)
- Because of the close proximity, Montana GEAR UP encourages the Western schools to drive with the following considerations:

§ Montana GEAR UP will pay in advance for hotel accommodations in Spokane on Saturday night, Sunday night, Monday night, and Tuesday night, including a daily self-parking fee of \$14/day for one vehicle per 3 school participants.

§ Montana GEAR UP will reimburse for mileage to and from Spokane at \$0.27/mile.

· Please note: Montana GEAR UP will only reimburse mileage for 1 vehicle per every 3 participants per school.

o If you choose to fly (Eastern GEAR UP schools):

§ Please contact Sharon Ellis at Sharon Ellis Travel to book your flight arrangements as soon as possible. Her phone number is 406-443-1410 and her email is sellis@morismurdock.com. GEAR UP has made arrangements with Sharon to pay for your flight averaging a cost of \$300 per ticket.

§ Montana GEAR UP will reimburse mileage to and from the closest economical airport at the state rate of \$0.27/mile for 1 vehicle per every 3 participants per school.

§ Montana GEAR UP will reimburse parking at the airport. Please keep your receipt and submit with school travel reimbursement.

§ Montana GEAR UP will reimburse baggage fees for 1 bag each way for each participant. Please keep your receipt and submit with school travel reimbursement.

§ The Double Tree has a courtesy shuttle to and from the airport. Please contact the hotel to make arrangements at 509-455-9600.

§ Meals will be reimbursed as outlined above.

§ If the most economical flight would require you to drive during early morning, or late night hours Montana GEAR UP will reimburse lodging at the state rate for a hotel room near the airport. Please keep your receipts and submit with reimbursement request.

What you need to do:

1. Respond to this email confirming your attendance at GEAR UP West and the Fall Liaison meeting and **indicate in your response whether you will be driving or flying if you have not already let me know.**
2. If you plan to fly – contact Sharon Ellis at Murdock Travel to book your flight arrangements as soon as possible. Her phone number is 406-443-1410 and her email is sellis@morismurdock.com
3. Sign and submit school reimbursement form to Montana GEAR UP after returning with applicable receipts. I will provide a prepopulated form based on your travel details in an email prior to the Liaison Meeting on Sunday, October 16th.

Please feel free to contact me with any questions. We look forward to seeing you in Spokane!

Jessie

Jessie Bliss

Program and Communications Coordinator

Montana GEAR UP

Office of the Commissioner of Higher Ed

2500 Broadway

PO Box 203201

Helena, MT 59601

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

Employee Name Melanie Magee
Building Gear UP

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10-17-16 - 10-19-16</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 |
- (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 State Gear Up Conference **(Attach Brochure/Agenda)**

Location Spokane, Washington

Departure Date 10/15/16

Return Date 10/18/16

Departure Time 8 am

Return Time 3 pm

Transportation:

- Personal Vehicle
- District Vehicle
- Professional Development

Mileage .54 = \$326.24

Per Diem 3x\$90 + \$15IS + 48 OS = \$333.00

Registration PO# _____ = _____

Hotel PO# _____ = _____

Other PO# _____ = _____

Other PO# _____ = _____

Sub Total \$333.00

Budget 126.50.130.1700.582 (%) \$659.24

Other Costs Paid for/Reimbursed by MTGU \$172.00

Check Total \$659.24

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

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

Employee Name Sunshine Gaither
Building Gear Up

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/15/1-10/19/16</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 State Gear Up Conference **(Attach Brochure/Agenda)**

Location Spokane Washington

Departure Date 10/15/16

Return Date 10/19/16

Departure Time 8 am

Return Time 3 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$0.00
Per Diem 3 days @ \$90 + \$15IS + 48 OS = \$333.00
 Approximate State Per Diem = \$172.00

Registration PO# _____ = _____
 Hotel PO# _____ = _____
 Other PO# _____ = _____
 Other PO# _____ = _____

Shuttle is reimbursable only with receipt

Sub Total 333.00

Budget 126.50.130.1700.582 (%) 333.00

Other Costs Paid for/Reimbursed by MTGU \$172.00

Check Total \$333.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____