

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/9/18



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: 1/4/18

To: **Corrina Guardipee-Hall**
Superintendent

From: John Salois
Title: Principal

Subject: **Travel to NCCEP District Leadership Institutue**

Description: Montana GearUp is covering the cost Mr. Salois to attend the National Council for Community and Education Partnerships District LEadership Institute in Las Vegas on February 3-7, 2018. GearUp is covering all costs except milage to and from Great Falls. Participation in the institute require 3 conferences. The first was in San Francisco in July 2017, this is the 2nd, and the 3rd will be held in April. Gear up has already paid the registration costs of \$5000 after the initial approval to participate in the DLI by the Board in June 2017.

Financial Impact: \$ 135.89

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

Attachment(s): Leave Request, Conference Agenda

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

Comments: _____

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



Join Us for the CBW!
Las Vegas, NV
February 4-7, 2018



NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP

EXCEL • PROVE • MOBILIZE

SUNDAY / FEB. 4	MONDAY / FEB. 5	TUESDAY / FEB. 6	WEDNESDAY / FEB. 7
<p><i>The 2018 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>7:00 am – 5:00 pm District Leadership Institute (DLI) 2017-2018 Cohort</p> <p>4:00 pm – 7:00 pm CBW Registration & Information Booth Open</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: EXCEL</p> <p>9:15 am – 10:30 am EXCEL Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm EXCEL 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: PROVE</p> <p>9:15 am – 10:30 am PROVE Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm PROVE 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: MOBILIZE</p> <p>9:15 am – 10:30 am MOBILIZE Workshops</p> <p>10:30 am – 11:00 am Networking Break & Raffle in Exhibit Corridor</p> <p>11:00 am – 12:00 pm MOBILIZE Workshops (cont.)</p> <p>12:15 pm – 1:15 pm Closing Lunch & Adjournment</p>

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name John Salois

Employee # _____

Building BROWNING HIGH SCHOOL

Substitute Name _____

LEAVE REPORT

Date of Leave

Hours

Type of Leave

2/5-2/8, 2018

32

SR

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

SL Sick Leave

***EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract) Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

***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 Gear Up District Leadership Institute

Attach Brochure/Agenda

Location Las Vegas, NV

Departure Date 2/2/18

Return Date 2/8/18

Departure Time 5:00 p.m.

Return Time 1:00 a.m.

Transportation: ☒ Personal Vehicle

Mileage 254 @ .535 = \$135.89

☐ District Vehicle

Per Diem 6 days @ \$90+\$15D=\$555.00

☒ Professional Development

☐ Registration PO# _____ = _____

☒ Hotel PO# _____ = \$100.51

☐ Other PO# _____ = _____

☐ Other PO# Luggage _____ = \$ 50.00

Sub Total \$841.40

Budget 226.60.150.2410.582 (70%) \$740.89
_____(30%) _____

Check Total \$740.89

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____