

Browning Public Schools
Board Agenda Request
Meeting to Be Held: September 12, 2017



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: 8/24/2017

To: **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
 Title: BHS Principal

Subject: **In State Travel: Check and Connect Training**

Description: I am requesting for Billie Jo Juneau to attend the Check and Connect training for Tier 2 behavior interventions in Kalispell, MT October 4-5, 2017.

Financial Impact: \$336.97

Funding Source (Budget/grant, etc.): Good Medicine Grant 115.90.465.2213.582.204

Attachment(s): Travel Request/Conference agenda

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

Comments: _____

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

Comprehensive Implementation Training Agenda:

Day One: 8:30-3:30

- Registration
- Welcome and Introductions
- Check & Connect Overview
- *Break*
- Preparation Step 1: Determining indicators of disengagement
- Preparation Step 2: Identifying the target population
- Preparation Step 3: Selecting or hiring mentors
- *Lunch*
- Preparation Step 4: Organizing existing resources
- Implementation Step 5: Building relationships
- *Break*
- Implementation Step 6: Using “check” procedures and the monitoring form
- Review and Reflection
- Work Time: Reserved for working together as a team to continue planning

Day Two: 8:30-3:30

- Review and Reflection
- Implementation Step 7: Implementing “connect” interventions
- *Break*
- Implementation Step 8: Strengthening the family-school relationship
- *Lunch*
- Implementation Step 9: Monitoring the person-environment fit
- *Break*
- Implementation Step 10: Providing mentor support and supervision
- Implementation Step 11: Evaluating program implementation
- Evidence and Resources
- Reflection and Next Steps
- Training Evaluation
- Work Time: Reserved for working together as a team to continue planning

Training Objectives

Participants will learn and understand:

- The core components and elements of Check & Connect
- How Check & Connect was developed, its theoretical underpinnings, and its evidence base
- The eleven steps for Check & Connect preparation, implementation, and evaluation
- How to implement Check & Connect with fidelity
- The role of the Check & Connect coordinator
- The role and expectations of the Check & Connect mentor
- Check & Connect mentor competencies and skills

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

Employee Name Billie Jo Juneau
Building BHS

Employee #11760
Substitute Name N/A

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/4/17-10/5/17</u>	<u>16</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 Check and Connect Training **(Attach Brochure/Agenda)**

Location Kalispell MT

Departure Date 10/3/17

Return Date 10/5/17

Departure Time 5:00 p.m.

Return Time 5:30 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 198/2 @ .535 = \$ 52.97
Per Diem 2 days @ \$35 = \$ 85.00

Registration PO# _____ = \$ 00.00
 Hotel PO# _____ = \$199.00
 Other PO# Flight _____ = \$ 0.00
 Other PO# Luggage _____ = \$ 0.00

Sub Total \$ 336.97

Budget 115.90.465.2213.582.204 (100 %) \$137.97
(%) _____

Check Total \$137.97

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____