

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 07/29/17



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: 07/29/17

To: **Corrina Guardipee-Hall**
 Superintendent

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

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

Description: I am recommending out of state travel for Matthew Johnson, Kari McKay, Natasha Siliezar, Angela Heavy Runner and Jessica Racine to attend the PBIS: Systems for Enhancing Climate & Culture on September 28-29, 2017 in Chicago, Illinois. This is a outline training that is in our 2017 OPI Montana SOARS grant.

Financial Impact: \$2,247.42 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, PBIS Conference Agenda

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

Comments: _____

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

PBIS: Starting, Scaling, & Sustaining

2017 National PBIS Leadership Forum | September 28-29, 2017 | Hilton Chicago | Chicago, Illinois

Program Plan

3/6/17

When/Where

The 2017 National PBIS Leadership Forum, "PBIS: Starting, Scaling, & Sustaining", will be held September 28-29, 2017 at the Hilton Chicago in Chicago, Illinois. The Thursday, September 28th schedule will include sessions from 8:30am to 4:30pm with a Poster and Networking Session from 5:00 to 7:00 pm. The Friday, September 29th schedule will be from 8:00am to 1:00pm.

Overview of the Forum

This two-day forum will include sessions related to (1) PBIS Foundations, (2) Classroom, (3) Tier 2 Systems & Practices, (4) Tier 3 Systems & Practices, (5) Juvenile Justice, (6) Mental Health Integration, (7) Equity, (8) Applied Evaluation, and (9) Special Topics. Overall content is organized and presented based on a teaming approach with time allowed throughout the schedule for local, regional, and state-level PBIS leadership team members to meet to engage in ongoing self-assessment and action-planning. Each day of the forum will begin with a special keynote address. Participants will come away from the two-day forum with knowledge on how to develop/obtain advanced training on a range of topics and how to best organize and deliver training for their schools, districts and other stakeholders.

Leadership teams early in the process of School-wide PBIS implementation will gain information about initiating implementation and obtain examples of successful early development. State and District leadership teams moving toward larger scale implementation will have access to strategies and examples of successful scaling of School-wide PBIS including integration of academic and behavioral components of RtI. Leadership teams focused on advanced issues around evaluation, secondary and tertiary content, and coordination of coaching cadres will gain access to examples and strategies that are moving School-wide PBIS forward. All sessions will focus on fidelity and implementation and include data and implementation examples.

The forum is sponsored by the U.S. Department of Education's Office of Special Education Program (OSEP)'s Center on Positive Behavioral Interventions and Supports with support from the Midwest PBIS Network.

Who Should Participate

This forum is designed to support school, state, district, or regional leadership teams adopting and implementing school-wide PBIS. Recommended participants include leadership team members, implementation coaches and coordinators, district- and school-based behavior specialists (e.g., school



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counselors, school psychologists, special educators, coaches), School-wide PBIS trainers, program evaluators, school and district administrators, and district and state policy makers and leaders. Participants should register as a team.

Content & Structure

Fifteen (15) concurrent sessions will be offered for participants to choose from in each breakout session time period. Sessions will be organized into nine specialized strands related to PBIS foundations, classroom application, advanced tier systems and practices, juvenile justice, school mental health, equity, applied evaluation, and special topics. Breakout room capacities range from 80 to 400 seats arranged in rows. Approximately 75 breakout sessions will be offered during our two-day program.

Topics and content specifically designed for juvenile justice and school mental health partners will be highlighted in individualized strands while special content for high school implementers will be offered throughout all strands. Planned topics include:

- Getting Started: Overview, Action Planning, Teaching
- Classroom Applications
- Coaching Systems
- Equity
- Evaluation/Research
- Family/Student Engagement and Leadership
- FBA/BIP Fluency
- Integrating PBIS into Juvenile Justice Facilities
- High School Implementation
- PBIS State & District Exemplars
- Integrating Mental Health in Schools
- Secondary/Tertiary Systems, Practices and Data
- Special interest topics including Alternative Settings, Autism, Bullying Prevention, Early Childhood, and Restorative Practices

Each strand will contain sessions with focused content geared toward specific implementation levels ranging from teams newly getting started through teams implementing Tier 3 in elementary, middle, and high schools. In addition to stand-alone sessions, sequential sessions that build upon content presented in prior sessions will be offered.

Teams will have opportunities to use session content to:

- Self-assess and build action plans.
- Engage in sharing conversations with other implementers.



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The overall theme of this event will be Sustainability. Keynote addresses will focus on *School Climate and Culture* and the *Impact of School-wide PBIS on Vulnerable Populations*. The Day 1 Welcome & Opening will provide participants with the advanced organizers and structure to maximize the benefit of their participation in the two-day forum. A framework for participants to identify strands and sessions related to their district/school or state action plan will be provided. At the conclusion of the opening address, teams will have time to develop their plan on to what information they will be seeking and to decide which sessions each team member will attend. Additional team time will be scheduled throughout the forum. During “Team Time”, team members are encouraged to:

- a) briefly share with each other what they learned at sessions they attended,
- b) discuss how they might apply information/strategies presented at sessions when they return home to their state/district, and
- c) determine who goes to what breakouts in subsequent sessions.

Each breakout session will be facilitated by a National Center partner/trainer or designee who will present content on the designated topic (approximately 35 minutes), facilitate the presentation of strategies/experiences/perspectives of the pre-selected district/state exemplars (approximately 30 minutes each) and facilitate questions/answers (approximately 10 minutes).

Roundtable/Dialogue/Q & A Sessions

The last set of breakout sessions on Day 1 have been designated “Roundtable/Dialogue/Q & A (RDQ)” sessions. The purpose of these sessions is to provide an opportunity for continuing conversations on specific PBIS topics. These sessions will be structured as either a facilitated question-answer format (Q & A) or a dialogue and networking session (Community of Practice). Our forum presenters will lead these sessions and the RDQ session format will be published in advance. Participants are encouraged to come prepared with questions. Note cards will be available for participants to submit questions to be included in the discussion.

RDQ Topics (19):

- Alignment of Related Initiatives
- Bullying Prevention
- Classroom Applications
- District Coaching Capacity
- Early Childhood
- Equity - 2
- Evaluation
- Family Engagement & Roles
- High Schools - 2
- Juvenile Justice
- Mental Health



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- Restorative Practices
- State-level PBIS Coordination
- Systematic Screening in Tiered Systems
- Tier 2
- Tier 3
- Urban Implementation

Poster & Networking Session

The Thursday evening Poster & Networking Session will include poster presentations from forum participants. This informal presentation format will provide an opportunity for participants to engage in one-on-one or small group discussions. Poster proposals are invited and preference will be given to poster proposals that include implementation data and address the overall theme of sustainability.

The networking and poster session will be held from 5 to 7pm in the International Ballroom.

Tools/Dissemination Items

- A planning tool and worksheets will be created for participants to use to organize the content of the forum so they will leave with a plan that designates how they will organize follow up and further skill development. Tools will be included in the forum program book and a link to a downloadable version will be sent to participants prior to the forum.
- Session descriptions (provided with registration information on website) will include information on strands, targeted implementation level, pre-requisite knowledge and skills, and objectives to help participants choose sessions that are a good fit for themselves and their team.
- Presenters will be given the responsibility to submit their handouts electronically to be uploaded to www.pbis.org prior to the forum.
- Our full program will be able to be accessed via phone, tablet, or computer with our mobile app, PBIS Forum. Participants can browse sessions and posters, search sessions by presenter, create a custom agenda, view a map of the venue, follow News Feeds, connect with Social Media and more! The app will be available for download on Google Play and the App Store.
- Follow us on Twitter @PBISForum and use hashtag #PBISForum

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Draft Agenda

Wednesday, September 27th

12:00-9:00 pm Pre-registration

Day 1: Thursday, September 28th

7:30-8:30	Registration and Continental Breakfast
8:30-8:45	Welcome
8:45-9:45	Keynote <i>School Climate & Culture</i> <i>Catherine Bradshaw, Johns Hopkins University</i>
9:45-10:15	Team Time
10:15-11:30	Breakout Sessions A
11:45-1:00	Breakout Sessions B
1:00-2:00	Lunch & Team Action Planning
2:15-3:30	Breakout Sessions C
3:45-4:30	Roundtable Discussions
5:00-7:00	Networking & Poster Session

Day 2: Friday, September 29th

8:00-9:00	Keynote <i>Impact of School-wide PBIS on Vulnerable Populations</i> <i>Tim Lewis, University of Missouri</i>
9:30-10:45	Breakout Sessions D
10:45-11:00	Break and Team Action Planning Time
11:00-12:15	Breakout Session E
12:20-1:00	Closing Plenary Session <i>Title TBD</i> <i>Renee Bradley, Office of Special Education & Rehabilitation, US Department of Education</i>

Location Information

The 2017 forum will be held at the **Hilton Chicago** located at **720 S. Michigan Avenue in Chicago, Illinois.**



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Complimentary WiFi access will be available in our meeting rooms for all participants for the duration of the forum. Instructions will be provided in our program book on how participants can access our WiFi connection from their personal mobile devices and laptops.

Guest Rooms

Hilton Chicago
720 S. Michigan Avenue
Chicago, IL 60018
Telephone: (312) 922-4400

A block of rooms has been secured at the Hilton Chicago at a special conference rate of \$229.00/night plus tax. Rooms are available on a first-come, first-served basis and the conference rate will be available for forum participants beginning in mid-April 2015. We cannot guarantee that we can secure additional rooms if our block fills and recommend making your reservations early to ensure a room at our conference location.

Hotel features include a full-service business center, complimentary WiFi in public areas, baggage storage, an on-site restaurant, and a full-service fitness center. Additional information is available at <http://www3.hilton.com/en/hotels/illinois/hilton-chicago-CHICHHH/index.html>.

Transportation Options

From O'Hare International Airport:

Distance from Hotel: 19 miles; Drive Time: 45 minutes

Transportation Type	Average Charge
Private car	\$100.00
Airport Express Shuttle	\$34.00
Subway/Elevated Rail	\$5 from airport \$2.25 from Chicago
Taxi	\$51.00

Driving Directions

- Take I-90 East to River Road South exit
- Hotel is on the left
- Follow signs for I-190 East.
- Take I-190 to I-90 East. I-90 will merge with I-94.
- Take I-90/94 appx. 18 miles to Jackson St.
- Exit Jackson St. Drive 1/4 mile on Jackson St., turn right on Michigan Ave.



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- Hotel is 5 blocks down

From Midway Airport:

Distance from Hotel: 11 miles; Drive Time: 30 minutes

Transportation Type	Average Charge
Private car	\$100.00
Airport Express Shuttle	\$27.00
Subway/Elevated Rail	\$2.25
Taxi	\$35.00

Driving Directions

- I-55 North to Chicago North on Lakeshore Drive.
- Turn left on Balbo
- Hotel is two blocks down on left

Parking

A special parking rate of \$47.60 per day (a 15% discount) is available for conference participants staying at the Hilton Chicago in the hotel's garage. To receive the special rate, day guests must validate their parking tickets and pay their parking fees at the designated parking kiosk near registration each day. Participants staying overnight at the hotel who made their reservations as part of our room block will automatically receive the special rate at check out.

Registration Information

There is a \$295.00 per person registration fee for this event. Additional details will be available on our event website (<https://sites.google.com/a/midwestpbis.org/pbis-leadership-forum-2017/home>) in mid-April 2016 and will include links to the on-line registration system.



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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>09/27 - 9/30, 2017</u>	<u>328</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 Chicago, Illinois

Departure Date 09/27/17

Return Date 09/30/17

Departure Time 5:00 a.m.

Return Time 07:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 127 @ .535 =\$ 67.94
Per Diem 90 @4 =\$ 360.00

☒ **Registration** PO# 26237 =\$ 295.00
☒ **Hotel** PO# 26236 =\$ 804.44
☒ **Other** PO# Airfare =\$ 670.04
☒ **Other** PO# Luggage =\$ 50.00

Sub Total \$2,247.42

Budget 115.90.465.2213.582.204 (100 %) \$427.94
() % \$

Check Total \$ 427.94

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____