Browning Public Schools Board Agenda Request Meeting To Be Held: 04/04/17									
Recognit	ion: 🗌 Students	Staff	Parents						
Informat	tion: 🗌 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 t	o 🗌 Elementary (only)	High School/District Wide						
Date:	04/04/17								
То:	John Rouse Superintendent								
•	In State Travel- Montana (occasions.	Check and Connect Train	ning in Helena Montana on two						

Description: I am recommending Matthew Johnson travel in state to attend the Check and Connect Training in Helena, Montana on May 16-18, 2017. The trainings are outlined in our 2017 OPI Montana SOARS grant.

Financial Impact: \$381.46

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/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 Agenda

- 8:00 Registration
- 8:30 Welcome and Introductions
- 8:50 Check & Connect Overview
- 10:00 Break
- 10:15 Preparation Step 1: Determining indicators of disengagement
- 10:30 Preparation Step 2: Identifying the target population
- 10:40 Preparation Step 3: Selecting or hiring mentors
- 11:00 Planning Guide: Goal, Steps 1, 2, & 3
- 11:30 Lunch
- 12:30 Preparation Step 4: Organizing existing resources
- 12:55 Implementation Step 5: Building relationships
- 1:45 Break
- 2:00 Implementation Step 6: Using "check" procedures and the monitoring form
- 3:00 Review and Reflection: Work Time: Reserved for working together as a team to continue planning (Can complete Program Planning Guide Steps 5 & 6 and/or go back to Goal and Steps 1-3)
- 3:30 End of Day One

Day Two Agenda

- 8:30 Review and Reflection
- 8:45 Implementation Step 7: Implementing "connect" interventions
- 10:00 Break
- 10:15 Implementation Step 8: Strengthening the family-school relationship
- 11:00 Program Planning Guide: Steps 5, 6, 7, & 8 (or just 7 & 8 if 5 & 6 were completed end of Day One)
- 11:15 Lunch
- 12:15 Implementation Step 9: Monitoring the person-environment fit
- 1:45 Break
- 2:00 Implementation Step 10: Providing mentor support and supervision
- 2:15 Implementation Step 11: Evaluating program implementation
- 2:30 Program Planning Guide: Steps 9, 10 & 11
- 2:50 Evidence and Resources
- 3:05 Training Evaluation
- 3:15 Work Time: Reserved for working together as a team to continue planning
- 3:30 End of Day Two

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	Cmployee Name Employee #						
Building		Substitute Name					
LEAVE REPORT							
Date of Leave		<u>Hours</u>	Type of Leave	2			
4/24/2017		3	SR	-			
4/25/2017-4/26/2017		16	SR				
Employee Signature		Date					
Approved; Condition upon t	he specific leave being	available for the	specific employee	Not Approved			
Principal/Supervisor	-						
TYPE OF LEAVE							
AN Annual	PL Personal L	eave	ALWO Approv	ed Leave W/O Pay			
SL Sick Leave				oved Leave w/o Pay			
*EX/SR Extra-Curricular/School Re			SWP Suspend				
	FN Funeral	ntract) Relationship)	SWOP Suspend	led w/o Pay			
TRAVEL REQUEST(If received)Conference/WorkshopCheck aLocationHelena, MTDeparture Date5/16/2017Departure Time2:00 pm	and Connect Training		<mark>re/Agenda)</mark> 8/2017	completely)			
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	ssional Development		stration PO#	=\$ 0.00			
			PO# 24594				
			r <u>PO#</u>				
			r <u>PO#</u>	<u>=\$ - 0.00 -</u> Sub Total \$ 381.46			
Budget Montana SOARS Grant (1	100 %) \$177 02			k Total <u>177.02</u>			
<u>115.90.465.2213.582.204</u>	<u>100 /0) </u>			<u> </u>			
Employee Signature			Date				
Principal/Supervisor			Date				
Superintendent Signature			Date				