| 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) | | | |
| | nal Vehicle | | e <u> </u> | =\$ 92.02 | | | |
| | ct Vehicle | | days @ \$35 + \$15 D | | | | |
| | ssional Development | | $\frac{days}{days} = \frac{1}{9} \frac{1}{9} \frac{1}{2} \frac{1}$ | Φ05.00 | | | |
| | 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 | | | | |