

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/27/19



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**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

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**Date:**        3/19/19

**To:**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**        Billie Jo Juneau  
                    Title:        Principal, Browning High School

**Subject: In State Travel: Spring Planning Meeting – Gear Up**

**Justification:** Request travel for William Huebsch, Matthew Johnson to attend the GEAR UP Spring Planning meeting in Helena, MT on April 30<sup>th</sup> – May 1<sup>st</sup>, 2019 (with travel on April 29<sup>th</sup>, 2019). Mr. Huebsch and Mr. Johnson will each attend as the required building administrator for their designated building GEAR UP Team.

**Financial Impact: \$31.00 ea**

**Funding Source (Budget/grant, etc.):** The final cost to the Budget (BHS, WBHA will be approximately \$31.00 as Montana GEAR UP will only reimburse at the State rate.

**Attachment(s):** Travel Request, GEAR UP Conference Agenda

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



**Spring Implementation Planning Meeting**  
April 30<sup>th</sup>-May 1, 2019

**Day 1**

**8:30-8:45 Welcome**

**8:45-11:00**

Using your Data

Discussion: Follow up on SWOT, Logic Model, Vision activities

**11:00-12:00**

Building a Progressive Plan (30 Minute Activity: Progressive Services by Risks and Age)

Minimum Requirements of IP Discussion (30 Minute Activity: Minimum requirements for an IP)

**12:00-1:00** Lunchtime Key Speaker: Preparing students for their First Year at college

**1:00-1:30**

30 Minute IP Cheat Sheet Activity

**1:30-3:30**

Work on IPs -- 1 hour minimum each- Objective 1, Objective 2

**3:30-3:40 Break**

**3:40-4:40**

Including match in the planning process

**4:40-5:00 Q and A/Wrap up.**

**Day 2**

**8:30-9:30** Reflection on IP planning, Q and A

Review work so far: Have you stayed true to your mission, SWOT and Logic Model Discoveries? How has your school data informed your choices so far? Are you looking forward? Are you laying the groundwork for progressive services? How are you attending to high risk transitional times?

**9:30-10:30** Objective 3 (1 hour)

**10:45-11:45** 30-minute Budget Cheat Sheet Activity

**12:00-1:00** Lunchtime Key Speaker: Preparing Native students for their First Year at college

**1:00-2:30** Draft the Budget (2 hours)

**2:30-4:45** Wrap Up and reminder of Due Dates

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

Employee Name Sample Request  
Building \_\_\_\_\_

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/29/19 - 5/1/19</u>	<u>26</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 GEAR UP Spring Planning Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/29/19 Return Date 5/1/19

Departure Time 2:00 pm Return Time 7:00 pm

Transportation:	<input type="checkbox"/> Personal Vehicle	Mileage _____	= \$ 0.00
	<input checked="" type="checkbox"/> District Vehicle	Per Diem <u>2 days @ \$36 + \$15/ISD</u>	= \$ 89.00
	<input type="checkbox"/> Professional Development		

<input type="checkbox"/> Registration PO#	= \$ 0.00
<input type="checkbox"/> Hotel PO#	= \$ 0.00
<input type="checkbox"/> Other PO#	= \$ 0.00
<input type="checkbox"/> Other PO#	= \$ 0.00

**Sub Total** \$ 89.00

Budget 126-50-471-1700-582 (100%) \$31.00

GEAR UP will reimburse State Rates after meeting, est. \$58.00

**Check Total \$89.00**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

