

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 8/1/19



-
- 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: 7/31/19

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel - WIDA Standards Validation Workshop**

Description: Request to travel to attend the WIDA Standards Validation Workshop in Helena, MT Thursday, August 8, 2019. I was asked, and accepted, to sit on the WIDA panel while at the School Administrators of Montana Summit on July 30.

Financial Impact: \$380.52

Funding Source (Budget/grant, etc.): Superintendent Budget

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Elsie Arntzen, Superintendent

PO Box 202501
Helena, MT 59620-2501
406.444.5643
In-State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First **A+**



WIDA Standards Validation Workshop Agenda

When: Thursday, August 8, 2019
Time: 7:30 a.m. to 5:00 p.m.
Where: Montana Schools Boards Association, 863 Great Northern Blvd, Helena, MT
Room: First Floor Conference Room

The Panel is scheduled to break for lunch around noon.

The Panel will move through the agenda as needed.

Panel members are welcome to arrive at 7:30 a.m. to check computer or device connectivity.

8:00 a.m.	Call to Order and Housekeeping Welcome, Workshop Overview and Purpose Panel Introductions Panel Membership and Representation Review Roles, Responsibilities, and Process Establish Consensus Definition Understand the Peer Review process Standards Validations Process and Panel Methods Overview of ACCESS for ELLs 2.0 Assessment Serving and Supporting ELs Historical Distribution Data Presentation Panel Preferences and Positions Impact Data Presentation OPI-proposed WIDA proficiency criteria. Panel Discussion Discussion Public Comment Closure and OPI Summary
5:00 p.m.	Adjournment

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

Employee Name Corrina Guardipee-Hall
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/8/19</u>	<u>8 hrs</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 WIDA Standards Validation Workshop **Attach Brochure/Agenda**

Location Helena, MT

Departure Date 8/7/19

Return Date 8//19

Departure Time 4:00 p.m.

Return Time 8:00 p.m.

Transportation:

- Personal Vehicle
- District Vehicle
- Professional Development

Mileage 344 x .58 = \$199.52
Per Diem 1 day @ \$36 + \$15 Dinner = \$ 51.00

- Registration** PO# _____ = 0.00
- Hotel** PO# _____ = \$130.00
- Other** PO# Airline (estimate) _____ = 0.00
- Other** PO# Baggage _____ = 0.00

Sub Total \$380.52

Budget 126.90.160.2320.582 (75%) \$187.89
226.90.160.2320.582 (25%) \$ 62.63

Check Total \$250.52

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____