|          | Brownin<br>Agenda Request<br>To Be Held: 2/12/19    | g Public Schools  |   |
|----------|---|-------------------|---|
| 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 to                     | Elementary (only) | High School/District Wide                       |
| Date:    | 2/6/19  |                   |   |
| То:      | <b>Board of Trustees</b><br>Browning Public Schools |                   | <u>Corrina Guardipee-Hall</u><br>Superintendent |

## Subject: In State Travel - MCLP meeting/conference

**Description:** Per MCLP grant requirements, SLT members and administrators from each campus need to attend the Fall MCLP conference/meeting in Helena March 4-5, 2019. The following administrators will need to attend: Toni Tatsey, Jennifer Wagner, Sicily Bird, Dennis Juneau, Billie Jo Juneau, Matthew Johnson, Jeri Matt and Corrina Guardipee-Hall. FYI-Teachers to attend: KW/VC=Brandy Bremner, Sandi Campbell, Kelley Sharp BES=Arlene Wippert, Sheila Hall and Jessie Edward, Napi=Edith Wagner, Genevieve Wilson and Marsha Switzer, BMS=JoAnn Powell, Kylie Black and April Jiminez, BHS=Andrea Evans, Brenda Johnston Cheryl Tailfeathers BHS/BMS Violet Sinclair Boggs, BHA=Jason Krane Babb-Jennifer Fenner

## Financial Impact: \$ 3,220.96

**Funding Source (Budget/grant, etc.):** MCLP Grant 115.xx.423.2213.582.649 Jennifer Fenner 115.90.494.2213.582.119

| <b>Board Action:</b> | N/A (Info) | Approved | Denied | Tabled to: |  |
|----------------------|------------|----------|--------|------------|--|
|                      |            |          |        |            |  |



## Montana Comprehensive Literacy Project Meeting March 4<sup>th</sup> & 5<sup>th</sup> Delta Hotel ~ Helena, MT

|                       |                               | Monday, March 4, 2019   |   |  |
|-----------------------|-------------------------------|---|---|--|
| Time                  | Event                         |   |   |  |
| 7:00 AM – 8:00 AM     | Early Bird Session -          | Coaching Network  |   |  |
| 8:00 AM – 8:30 AM     | Breakfast and Registration    |   |   |  |
| 8:30 AM – 11:30 AM    | Opening Keynote<br>Jim Knight | Team and partnership principles and communication strategies.                             |   |  |
| 11:30 AM – 12:30 PM   |                               | Working lunch (provided) (12-12:30 JK w/ Potomac)   |   |  |
|                       | Breakout 1A:<br>RM -          | Instructional Framework   | East Helena MS, Frank Smith, Brenda Nardo       |  |
| 12:30 PM – 2:00 PM    | Breakout 2A:                  | Collective Teacher Efficacy   | Mary Beth                                       |  |
| Hardin SD w/ JK       | Breakout 3A:                  | Interventions and use of focus<br>Folders grades 3-5                                      | Debbie Hunsaker                                 |  |
|                       | Breakout 4A:                  | Math Strategies HS  | Michele Douglass                                |  |
|                       | Breakout 5A:                  | Trauma Informed schools and<br>classrooms Grades 6 - 12                                   | Matthew Johnson                                 |  |
| 2:00 PM – 2:15 PM     | BREAK                         |   | AK  |  |
| 2:30 PM – 4:00 PM     | Breakout 1B:<br>RM -          | Using data w/ Targeted Subgroups and Writing Incorporation Pre K – 2 <sup>nd</sup> Grades | Anaconda Lincoln Elementary<br>Libby Elementary |  |
| 2.30 FIVI - 4.00 FIVI | Breakout 2B:                  | Data (need more details)  | Livingston MS and Tina Pelletier                |  |
| Great Falls SD w/ JK  | Breakout 3B:                  | Incorporating writing   | Ann Ganzert and Kim Wakefield                   |  |
|                       | Breakout 4B:                  | Using Academic Language to<br>increase comprehension                                      | Tawnya Hougton                                  |  |
|                       | Breakout 5B:                  | Math Strategies Elementary  | Michele Douglass                                |  |

|                                     |                               | Tuesday, March 5, 2019   |                |  |  |
|-------------------------------------|-------------------------------|--|----------------|--|--|
| Time                                |                               | Event  |                |  |  |
| 7:00 AM – 8:00 AM                   | Early Bird Session – S        | Early Bird Session – Sourcebook Bookwalk w/ Linda Gutlohn  |                |  |  |
| 8:00 AM – 8:30 AM                   |                               | Breakfast and Sign-in  |                |  |  |
| 8:00 AM – 8:45 AM                   | Book Signing by Jim Knight    |  |                |  |  |
| 8:30 AM – 10:00 AM                  | Breakout 1C:                  | Engagement Strategies<br>3 <sup>rd</sup> – 6 <sup>th</sup>   | Kim Wakefield  |  |  |
| (JK w/ Pre K – 2 and<br>MPDG 9 -10) | Breakout 2C:                  | Teaching Writing to Teach Reading in all content areas.<br>7 <sup>th</sup> – 12 <sup>th</sup>      | Frank Smith    |  |  |
|                                     | Breakout 3C:                  | Administrators Importance of continuity and brain research   | Kristie Kauerz |  |  |
| 10:00 AM – 11:00 AM                 | Team Meetings                 |  | ings           |  |  |
|                                     | Breakout 1D:                  | Pre K – 2 Continuity and Brain Research -  | Kristie Kauerz |  |  |
| 11:00 AM – 12:30 PM                 | Breakout 2D:                  | Teaching Writing to Teach<br>Reading 3 <sup>rd</sup> – 6 <sup>th</sup>                             | Frank Smith    |  |  |
|                                     | Breakout 3D:                  | Disciplinary Literacy 7 -12  | Liz Tuss       |  |  |
|                                     | Breakout 6D:                  | Coaches JK   | JK             |  |  |
| 12:30 PM – 1:30 PM                  |                               | Working Lunch (Provided)   |                |  |  |
| 1:30 PM – 3:30 PM                   | Closing Keynote<br>Jim Knight | Unmistakable Impact and connections to instructional framework, using data for targeted subgroups. |                |  |  |
| 3:30 PM – 5:00 PM                   | JK w/E. Helena                |  |                |  |  |

## BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

| Employee Name Sample   | Employee #10725                               |                                  |  |
|--|---|----------------------------------|--|
| Building admin   | Substitute Name <u>NA</u>                     |                                  |  |
| LEAVE REPORT   |   |                                  |  |
| Date of Leave  | <u>Hours</u>                                  | Type of Leave                    |  |
| 3/4-5/19   | 16  | SR                               |  |
|  |   |                                  |  |
| Employee Signature   | Date  | <u> </u>                         |  |
| Approved; Condition upon the spe   | ecific leave being available for the s        | pecific employee 🗌 Not Approved  |  |
| Principal/Supervisor   | Date  | 2                                |  |
| 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   |   | SWP Suspended w/Pay              |  |
|  | FN Funeral<br>(Master Contract) Relationship) | <b>SWOP</b> Suspended w/o Pay    |  |
|  | (Waster Contract) (Kelationship)              |                                  |  |
| *If taking School Related/Extra-Curricular Le<br>TRAVEL REQUEST (If receiving pages) |   |                                  |  |
| Conference/Workshop _ MCLP Confer  | ence/Meeting Attach Brochure/A                | Agenda                           |  |
| Location Helena, Mt  |   |                                  |  |
| Departure Date <u>3/3/19</u>   | <b>Return Date</b> <u>3/5/19</u>              |                                  |  |
| Departure Time <u>1:00 p.m.</u>  | <b>Return Time</b> <u>8:00 p.m.</u>           |                                  |  |
| Transportation: Rersonal Ve  |   | ge <u>344x.58./. 2 =99.76</u>    |  |
| District Veh   | nicle Per Di                                  | lem 1D + 2 days = \$87.00        |  |
| Professional   | l Development                                 |                                  |  |
| _  | <b>Registration</b>                           | PO# = -0 -                       |  |
|  | Hotel   |                                  |  |
|  |   | PO# Airfare $= -0$ -             |  |
|  | Other   | PO#Luggage = -0 -                |  |
|  |   | <b>Sub Total</b> <u>\$402.62</u> |  |
| Budget <u>115.xx.493.2213.582.649</u> (70%)  | ) \$  | Check Total <u>\$186.76</u>      |  |
| Jennifer Fenner 115.90.420.22  | 13.582.119 (30%) \$                           |                                  |  |
| Employee Signature   |   | Date                             |  |
| Principal/Supervisor   |   | Date                             |  |
| Superintendent Signature   |   | Da <b>te</b>                     |  |

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