

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/10/17



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: 10/2/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Dennis Juneau and John Salois
 Title: BMS and BHS Principal

Subject: **Out of State Travel: STATE GEAR UP Conference**

Justification: Request for Melanie Magee, Cinnamon Crawford and John Schmidt to attend the State GEAR UP Conference (that includes Washington and Oregon) to be held October 29th-31st, 2017 (which includes travel on October 28th and November 1st) in Portland, Oregon. As a GEAR UP School, we are required to send staff to all GEAR UP meetings. This year all GEAR UP staff are expected to attend the Northwest Regional GEAR UP Conference.

Financial Impact: \$672.89 to the District (due to difference between State/GU and BPS per diem rates).

Funding Source (Budget/grant, etc.): **Montana GEAR UP & BMS and BHS School Budgets**

Attachment(s): Conference Agenda; Leave Request

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

Comments: _____

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

CONFERENCE SCHEDULE		
Sunday, 10/29	Monday, 10/30	Tuesday, 10/31
12:00pm Registration Opens	7:00am Registration Opens	7:00am Registration Opens
1:00-4:30pm Pre-Conference Session	7:30-8:45am Keynote Breakfast	7:30-8:45am Networking Breakfast
5:00-6:30pm Welcome Dinner	9:00-10:15am Breakout Sessions	9:00-10:15am Breakout Sessions
	10:30-11:45am Breakout Sessions	10:30-11:45am Breakout Sessions
	12:00-1:30pm Keynote Luncheon	12:00-1:30pm Keynote Luncheon
	1:45-3:00pm Breakout Sessions	
	3:15-4:30pm Breakout Sessions	
	3:15-6:00pm Campus Visit(s)	
	4:30-5:30pm Networking Reception	

Sunday, 10/29, 1:00 - 4:30pm, Atrium Ballroom
 Pre-Conference Session: Writing Small Grants for Classroom Innovations
 Jennifer Cezar & Doris Teague, M.S.-Ed. (Texas Instruments)

Do you have an idea for a STEM project or another initiative, but you need a grant to get started? This pre-conference session will inform you about large and small grant opportunities that can include technology, equipment and resources, expert speakers, student camps, parent programs, and even community events.

Learn how to access grant sites and write simple proposals to fund the creative ideas you want to implement. This session includes a comprehensive list of grant sites and information about ways to make your grant proposal stand out from the rest. Bring electronic devices and we will visit the grant sites onsite!

BOARD AGENDA REQUEST

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

Employee Name Melanie Magee
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/30 - 11/1/17</u>	<u>18 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 GEAR UP West Meeting **(Attach Brochure/Agenda)**

Location Portland, OR

Departure Date 10/28/17

Return Date 11/1/17

Departure Time 9:00 a.m.

Return Time 10:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 miles @ .535 =\$135.89

Per Diem 3 days @ 90+\$42+\$18(OS)+\$12L(IS)=\$357.00

Registration PO# _____ =\$ -0-

Hotel PO# _____ =\$ -0-

Other PO# _____ Airfare =\$ -0-

Other PO# _____ Luggage=\$ -0-

Luggage, Shuttle, Taxi is reimbursable only with receipt **Sub Total \$ 492.89**

Budget 126.50.130.1700.582 \$270.89
226.60.180.1700.582 \$207.00

Check Total \$492.89

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

BOARD AGENDA REQUEST

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

Employee Name Sample for Crawford & Schmidt
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/30 - 11/1/17</u>	<u>18 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 GEAR UP West Meeting **(Attach Brochure/Agenda)**

Location Portland, OR

Departure Date 10/28/17

Return Date 11/1/17

Departure Time 9:00 a.m.

Return Time 12:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 miles @ .535 =\$135.89

Per Diem 3 days @ 90+\$42+\$18(OS)+\$12L(IS)=\$357.00

Registration PO# _____ =\$ -0-

Hotel PO# _____ =\$ -0-

Other PO# _____ Airfare =\$ -0-

Other PO# _____ Luggage=\$ -0-

Luggage, Shuttle, Taxi is reimbursable only with receipt **Sub Total \$ 357.00**

Budget 226.60.180.1700.582 \$357.00

Check Total \$357.00

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

BOARD AGENDA REQUEST