

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/17/19



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: 12/9/19

To **Corrina Guardipee-Hall**
 Superintendent

From: Billie Jo Juneau
 Title: District Testing Coordinator

Subject: Travel: Montana Assessment Conference 2019-2020

Description: Request approval for District and Building Testing Coordinators: Billie Jo Juneau, Jessica Racine, Matthew Johnson, Arlene Wippert, Rebecca Rappold, Everett Holm and Natasha Siliezar to attend the Montana Assessment Conference in Helena, MT January 13th and 14th, 2020

Financial Impact: \$434.76 ea

Funding Source (Budget/grant, etc.): Title 1 Schoolwide

Attachment(s): Agenda/Travel Request

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

Comments: _____

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

--- Draft Agenda ---

2020 OPI Data and Assessment Conference

The Montana Office of Public Instruction (OPI) is pleased to offer the upcoming "2020 OPI Data and Assessment Conference" This conference is designed to help persons involved with the Montana Comprehensive Assessment System (MontCAS) receive technical assistance to administer the state required assessments. The focus of this year's conference will be on assisting schools with the unique challenges and conditions of test administration across the state and sharing best practices to provide opportunities to strengthen the MontCAS Program for each stakeholder while maintaining quality and consistency in the program.

We look forward to hosting a range of sessions including, but not limited to, current practices, such as building local comprehensive balanced assessment systems to support teaching and learning, as well as highlighting what's new in 2020! The conference will be conducted at the Delta Hotels by Marriott Helena Colonial in Helena, Montana and attendees will attend a two-day conference filled with diverse sessions to meet individualized need. The conference will begin at 8:00 am on Day 1 and conclude at 5:00 pm on Day 2.

The Montana Comprehensive Assessment System Program will ASSIST



*Actionable
Systematic
Supports to
Inform
Students and
Teachers*

Users with high-quality data to monitor achievement over time in relation to the content standards and to support local teaching and learning goals.

The Assessment Division will be offering many 'just-in time' trainings to prepare schools for the upcoming 2020 assessments, provide critical updates since last year, and offer a wide range of exceptional trainings centered on Montana's initiatives. To maximize professional development and training needs, it is important for attendees to attend the entire two-day conference. **Below are OPI's initiatives to prepare students for success. You can learn more about the initiatives [here](#).**



Registration for this conference will take place in early December. Links to registration will be posted on the [MT Assessment Conference page](#) as soon as they are available. This page will also host the final agenda, session materials, hotel location maps, and other logistical details for planning. Participants are encouraged to make their travel arrangements as soon as possible under the "[JAN2020](#)" room block with the Delta Hotels at (406) 443-2100.

The OPI Assessment Division is committed to providing reasonable accommodations to people with disabilities. If you need an accommodation, require an alternate format of a document, or have questions concerning accessibility, please contact the OPI Assessment Help Desk at 1.844.867.2569 or e-mail OPIAssessmentHelpDesk@mt.gov no later than January 6, 2020.

--- Draft Agenda ---

Information included is subject to change at any time and without notice. Refer to the [MT Assessment Conference page](#) for the most up-to-date information.

Day 1 and **Day 2** will each have two keynote presentations followed by six one-hour breakout sessions and one 40 minute professional learning community session. Each session will offer seven different strands to choose from including the popular new system test coordinator track. Breakfast will be provided during the morning keynotes on both days. Lunch will be provided during the afternoon keynotes on both days.

Tip: Attendees are encouraged to bring digital devices as many breakout sessions provide the opportunity to have hands on, interactive time to apply the session content. Each day participants will also have the opportunity to engage in a professional learning community for 40 minutes to discuss concepts in rooms designated for certain topics.

There will be seven strands for breakout sessions ranging from best practices to personalized learning. The following strands will be available to each participant for the purpose of customizing a conference schedule tailored to the individual’s interests and needs.

- Sessions on best practices and strategies to support student achievement;
- Sessions tailored to the needs of comprehensive and targeted support schools;
- Sessions geared to support experienced test coordinators;
- Step-by-step guided sessions to support schools with the “how to”;
- Sessions on state and federal collections, data, reporting, and research;
- Sessions designed for new system test coordinators; and
- Personalized sessions tailored to unique school system roles (e.g., school leaders, teachers, etc.).

Embedded throughout the strands will be sessions focusing on:

- Understanding Statewide Assessment;
- Content area sessions in Literacy, Math, and Science;
- Continuous School Improvement; and
- Culturally and Linguistically Responsive.

Day 1 – Monday, January 13		Day 2 – Tuesday, January 14	
7:45 a – 8:10 a	Opening Remarks	7:45 a – 8:10 a	Opening Remarks
8:10 a – 9:10 a	Keynote Presenter 1 (meal provided)	8:10 a – 9:10 a	Keynote Presenter 1 (meal provided)
9:20 a – 10:20 a	Session 1: Breakout	9:20 a – 10:20 a	Session 1: Breakout
10:30 a – 11:30 a	Session 2: Breakout	10:30 a – 11:30 a	Session 2: Breakout
11:40 a – 12:40 p	Session 3: Breakout	11:40 a – 12:40 p	Session 3: Breakout
12:45 p – 12:55 p	Conference Tips	12:45 p – 12:55 p	Conference Tips
12:55 p – 1:55 p	Keynote Presenter 2 (meal provided)	12:55 p – 1:55 p	Keynote Presenter 2 (meal provided)
2:00 p – 3:00 p	Session 4: Breakout	2:00 p – 3:00 p	Session 4: Breakout
3:10 p – 3:50 p	Session 5: Professional Learning Community	3:10 p – 3:50 p	Session 5: Professional Learning Community
4:00 p – 5:00 p	Session 6: Breakout	4:00 p – 5:00 p	Session 6: Breakout
5:00 p	Day 1 Adjourn	5:00 p	Day 2 Adjourn

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

Employee Name Sample Leave Request
Building _____

Employee #**11760**
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/13/20 - 1/14/20</u>	<u>16</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 Montana Assessment Conference 2020 **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 1/12/2020

Return Date 1/14/2020

Departure Time 1:00 pm

Return Time 8:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 @ .58 ÷ 2 = \$ 99.76
Per Diem 2 @ \$36+15D = \$ 87.00

Registration PO# _____ = \$ 0.00
 Hotel PO# _____ = \$ 250.00
 Other PO# _____ = \$ 0.00
 Other PO# _____ = \$ 0.00

Sub Total \$ 436.76

Budget 115,90,494.2213,582.120 (100%) \$186.76

Check Total **186.76**

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____