

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/31/18



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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:**        1/10/18

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

**From:**        Corrina Guardipee-Hall  
**Title:**        Superintendent

**Subject: In State Travel - Assessment Conference**

**Description:** Request travel for Jeri Matt (District Test Coordinator), Matthew Johnson, Kari Mckay (School Test Coordinator), Jessica Racine, Jill Mattingly (SPED test coordinator), Natasha Siliezar (School-Both Colonies Test Coordinator). FYI: There will be the following additional people attending (who do not need board approval: Violet Sinclair (BMS/BHS Test Coordinator), Dana Bird & Lynnel Bullshoe (KW/VC Test Coordinator), Dawn Magee (BES Test Coordinator), Lorinda Devine (Napi Test Coordinator), Rikie Calica (AIM)

Due to prior or manadatory commitments: some staff will be attending the Billings Conference and some the Helena. You will see two sample travel requests attached.

**Financial Impact:** \$ 2,305.24 Billings; \$925.20 Helena Total \$3,230.44

**Funding Source (Budget/grant, etc.):** Title I SchoolWide 115.90.494.2213.582.118

**Attachment(s):** Travel Request/Agenda

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

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

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

Billings	Ballroom	Yellowstone	Madison	Gallatin/Jefferson	Little Missouri
7:00-8:00	<b>Thursday, February 8 - Breakfast Buffet</b>				
8:00-9:10	<b>Keynote Speaker: Jan Hoegh</b>				
Session 1 9:20-10:30 Thurs. 2/8	Smarter Balanced: Online Reporting System  <i>Brittany Valdez</i>	Did Someone Say FREE?!  <i>Stephanie Lewis, ACT</i>	<b>New TC Track: Part 1: Understanding Statewide Assessments</b>  <i>Yvonne Field</i>	Assignment Score Analysis in Campus Learning: Empowering Teachers w/ Data <i>Paula Soucheray</i>	EL Students and the ELP Proficiency Assessment  <i>Eric Meredith</i>
Session 2 10:40-11:50 Thurs. 2/8	ESSA and Assessment  <i>Susie Hedalen</i>	Personalizing Your PD  <i>Jessica Bryant</i>	PAO Formative Assessments - Science Online Repository <i>Ashley McGrath</i>	Smarter Balanced Digital Library  <i>Becky Berg</i>	Statewide Longitudinal Data & K20 Research <i>Daniel Bruce &amp; Brett Carter</i>
Session 3 12:00-1:10 Thurs. 2/8	Smarter Balanced: Test Administration  <i>Bree Gunter</i>	Mining for Gold: Digging into Your ACT Data  <i>Stephanie Lewis</i>	<b>New TC Track Part 2: Policies &amp; Procedures</b>  <i>Yvonne Field</i>	The Nuts & Bolts of the Smarter Balanced Interim Assessments <i>Becky Berg</i>	Montana Early Warning System  <i>Eric Meredith</i>
1:15-2:15	<b>Thursday, February 8 - Lunch Buffet</b>				
Session 4 2:30-3:40 Thurs. 2/8	<b>New TC Track Part 3: Smarter Balanced Test Administration for New Users</b> <i>Bree Gunter</i>	ACT Test Administration & Accommodations Overview  <i>Melody Wall</i>	MCAA: Supporting Assessment Readiness for Students with Significant Cognitive Disabilities <i>Yvonne Field</i>	Campus Learning + Google Drive: Easier Than Google Classroom  <i>Paula Soucheray</i>	Montana Statewide Dropout & Graduate Report  <i>Andy Boehm</i>
Session 5 3:50-5:00 Thurs. 2/8	<b>New TC Track Part 4: CRT Science for New Users</b>  <i>Brittany Valdez</i>	Upping the Rigor of your Math Assessments  <i>Marisa Franklin</i>	OPI Science Assessment Task Force  <i>Ashley McGrath</i>	Updates & Information on Accessibility & Accommodations for SBAC <i>Paula Schultz</i>	So You Got Some Data?  <i>Eric Meredith</i>
7:00-8:00	<b>Friday, February 9 - Breakfast Buffet</b>				
Session 6 8:20-9:30 Friday 2/9	CRT Alt Science Test Administration <i>Bree Gunter</i>	<b>New TC Track Part 5: ACT for New Test Coordinators</b> <i>Melody Wall</i>	The Nuts & Bolts of the Smarter Balanced Interim <i>Yvonne Field</i>	Ad Hoc Reporting & Data Analysis <i>Paula Soucheray</i>	Growth Mindset and Productive Struggle <i>Marisa Franklin</i>
Session 7 9:40-10:50 Friday 2/9	ESSA and Assessment  <i>Susie Hedalen</i>	Using Assessment to Enhance Writing  <i>Christy Mock-Stutz</i>	NAEP's Digital Transition & Innovative Assessments  <i>Ashley McGrath</i>	AIM Data Collection Updates  <i>Gail Harms</i>	Moving the Needle for Students Experiencing Homelessness <i>Heather Denny</i>
Session 8 11:00-12:10 Friday 2/9	Smarter Balanced: Test Administration New Features <i>Brittany Valdez</i>	Montana's Learning Standards: What's New & What's Next <i>Content Standards Team</i>	<b>New TC Track Part 6: Special Population Assessments</b> <i>Yvonne Field</i>	Interim/Benchmark & Formative Testing: Integrated with Campus <i>P. Soucheray &amp; G. Wright</i>	Using GEMS Well to Understand the Data Available to You <i>Robin Clausen</i>
12:15	<b>End of conference – remember to pick up your boxed lunch.</b>				

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

Employee Name Sample Travel to Billings  
Building \_\_\_\_\_

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

**LEAVE REPORT**

**Date of Leave** 2/7/18-2/9/18      **Hours** 22      **Type of Leave** SR

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 MT Assessment Conference Attach Brochure/Agenda

Location Billings, MT

Departure Date 2/7/18

Return Date 2/9/18

Departure Time 10:00 am

Return Time 8:00 p.m.

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 692 x .54 ÷ 2 = 188.57

Per Diem 2 days +L & D= 97.00

Registration \_\_\_\_\_ PO# \_\_\_\_\_ = 85.00

Hotel \_\_\_\_\_ PO# \_\_\_\_\_ =205.74

Other \_\_\_\_\_ PO# Airfare = - 0 -

Other \_\_\_\_\_ PO# Luggage = - 0 -

**Sub Total** 576.31

Budget 115.90.494.2213.582.118 (100%) \$287.57  
Title I Schoolwide

**Check Total \$285.57**

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

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

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

Helena	Natatorium	Governor (upstairs)	Lewis (upstairs)	Clark (upstairs)	Gallery
<b>7:00-8:00</b>	<b>Monday, February 12 - Breakfast Buffet</b>				
<b>8:00-9:10</b>	<b>Keynote Speaker: Dr. Tammy Heflebower</b>				
Session 1 9:20-10:30 Mon. 2/12	Smarter Balanced: Online Reporting System  <i>Brittany Valdez</i>	Did Someone Say FREE?!  <i>Stephanie Lewis, ACT</i>	<b>New TC Track Part 1: Understanding Statewide Assessments</b>  <i>Yvonne Field</i>	Assignment Score Analysis in Campus Learning: Empowering Teachers w/ Data <i>Paula Soucheray</i>	EL Students and the ELP Proficiency Assessment  <i>Eric Meredith</i>
Session 2 10:40-11:50 Mon. 2/12	ESSA (Every Student Succeeds Act) and Assessment <i>Susie Hedalen</i>	Personalizing Your PD  <i>Jessica Bryant</i>	PAO Formative Assessments - Science Online Repository <i>Ashley McGrath</i>	Using Standards to Improve Teaching & Learning <i>Anne Keith</i>	Statewide Longitudinal Data & K20 Research <i>Daniel Bruce &amp; Brett Carter</i>
Session 3 12:00-1:10 Mon. 2/12	Smarter Balanced: Test Administration  <i>Bree Gunter</i>	Mining for Gold: Digging into Your ACT Data  <i>Stephanie Lewis</i>	<b>New TC Track Part 2: Policies &amp; Procedures</b>  <i>Yvonne Field</i>	Campus Learning + Google Drive: Easier Than Google Classroom <i>Paula Soucheray</i>	Montana Early Warning System  <i>Eric Meredith</i>
<b>1:15-2:15</b>	<b>Monday, February 12 - Lunch Buffet</b>				
Session 4 2:30-3:40 Mon. 2/12	<b>New TC Track Part 3: Smarter Balanced Test Administration for New Users</b> <i>Bree Gunter</i>	ACT Test Administration & Accommodations Overview  <i>Melody Wall</i>	NAEP's Digital Transition & Innovative Assessments  <i>Ashley McGrath</i>	Ad Hoc Reporting & Data Analysis  <i>Paula Soucheray</i>	Montana Statewide Dropout & Graduate Report  <i>Andy Boehm</i>
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<b>7:00-8:00</b>	<b>Tuesday, February 13 - Breakfast Buffet</b>				
Session 6 8:20-9:30 Tues. 2/13	CRT Alt Science Test Administration  <i>Bree Gunter</i>	<b>New TC Track Part 5: ACT for New Test Coordinators</b>  <i>Melody Wall</i>	The Nuts & Bolts of the Smarter Balanced Interim  <i>Yvonne Field</i>	Interim/Benchmark & Formative Testing: Integrated with Campus <i>P. Soucheray &amp; G. Wright</i>	Using GEMS Well to Understand the Data Available to You <i>Robin Clausen</i>
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Session 8 11:00-12:10 Tues. 1/13	Smarter Balanced: Test Administration New Features <i>Brittany Valdez</i>	Montana's Learning Standards: What's New & What's Next <i>Content Standards Team</i>	<b>New TC Track Part 6: Special Population Assessments</b> <i>Yvonne Field</i>	3-2-1 Blast Off – con't.  <i>Michelle McCarthy</i>	Smarter Balanced Digital Library  <i>Barbara Frank</i>
<b>12:15</b>	<b>End of conference – remember to pick up your boxed lunch.</b>				

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

Employee Name Sample Travel to Helena  
Building \_\_\_\_\_

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/11/18-2/13/18</u>	<u>20</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        |
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**TRAVEL REQUEST** (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop MT Assessment Conference Attach Brochure/Agenda

Location Billings, MT

Departure Date 2/11/18

Return Date 2/13/18

Departure Time 2:00 pm

Return Time 5:00 pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage  $344 \times .545 \div 2 = 93.74$

Per Diem 2 days @ \$35 = 70.00

Registration \_\_\_\_\_ PO# \_\_\_\_\_ = 85.00

Hotel \_\_\_\_\_ PO# \_\_\_\_\_ = 213.86

Other \_\_\_\_\_ PO# Airfare = - 0 -

Other \_\_\_\_\_ PO# Luggage = - 0 -

**Sub Total    462.60**

Budget 115.90.494.2213.582.118 (100%) \$

Title I Schoolwide

**Check Total \$163.74**

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

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

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