

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/26/23



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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: 4/10/23

To: Corrina Guardipee-Hall
 Browning Public Schools

From: Jennifer LaFromboise
 Title: Principal, BHS

Subject: **State Gear Up Spring Planning Meeting 2022-2023**

Justification: The Browning High School, as a State GEAR UP School is required to send a GEAR UP Team to the Spring Planning meeting in Great Falls, MT on April 17th- 18th, 2023 (with travel on April 16th, 2023). One of the required members of the team is a building administrator, so Kari McKay will be attending as the BHS Building Administrator for the BHS GEAR UP Team.

Financial Impact: Travel costs will be split between BHS GEAR UP and the BHS regular budget (the BHS budget covers the difference between the state per diem rate and the district per diem rate). The cost breakdown is as follows: \$52.50 covered by BHS GEAR UP and \$32.50 covered by the regular BHS budget.

Funding Source (Budget/grant, etc.): 115.60.471.2213.582.636 \$52.50; 226.60.150.2410.612 \$32.50

Attachment(s): Travel Request, GEAR UP Conference Agenda

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

Comments: _____

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



Draft 2023 Spring Planning Meeting Agenda

Theme: Finishing Strong with Student Success in Mind

Sunday

Travel to Great Falls

Monday April 17

8:30-12:00 2-3 sessions

12:00-1:00 Lunchtime discussions (meal provided)

1:00-2:00 1 session

2:00-4:00 local teams work together on budget/match/implementation plan

4:00-5:00 1 session to wrap up the day and reflect

Tuesday April 18

8:30-9:30 Announcements

9:30-11:30 1 session

11:30-12:00 GEAR UP Professional of the Year

12:00 Adjournment

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Kari McKay
 Building BHS

Employee # _____
 Substitute Name NA

LEAVE REPORT

Date of Leave 4/17 - 18/23 Hours 16 Type of Leave SR

Employee Signature [Signature] Date 4/10/23

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 Spring Meeting (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 4/16/23

Return Date 4/18/23

Departure Time 4:00 pm

Return Time 3:30 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$ 0
 Per Diem See Attached Backup = \$ 85.00
 Registration PO# _____ = \$ - 0.00
 Hotel PO# _____ = \$ - 0.00
 Other PO# _____ = \$ - 0.00
 Other PO# _____ = \$ - 0.00

Sub Total \$ 85.00

Budget 115-60-471-2213-582-636 \$52.50 (_____ %)
226-60-150-2410-~~636~~ 582 \$32.50 (0 %)

Check Total \$ 85.00

Employee Signature [Signature] Date 4/10/23

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

**GEAR UP Spring Planning Meeting
4/16-18/23**

Breakdown of meals:

Sunday, April 16th (Travel Day)

Dinner - \$14.50 GU Share
\$5.50 BHS Budget Share

Monday, April 17th

Breakfast - \$7.50 GU Share
\$6.50 BHS Budget Share

Lunch – Provided

Dinner – \$14.50 GU Share
\$5.50 BHS Budget Share

Tuesday, April 18th

Breakfast - \$7.50 GU Share
\$6.50 BHS Budget Share

Lunch – \$14.50 GU Share
\$5.50 BHS Budget Share

Total meals covered by BHS GEAR UP - \$52.50

Total meals covered by BHS (Jen's Budget) - \$32.50

Total Cost of meals - \$85.00
