

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/28/17



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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:**    6/14/17

**To:**        **John Rouse**  
                  Browning Public Schools

**From:**    Everett Holm  
**Title:**     Technology Director

**Subject:** **Request to attend Apple Academy program in Cupertino, CA**

**Description:** I have been invited to attend the Apple Academy training in Cupertino, CA July 10 - July 14, 2017 for best practices in managing, deploying and using various Apple devices and software. Apple will be providing air fare, hotel and the training experience.

**Financial Impact:** \$ 645.93

**Funding Source (Budget/grant, etc.):** Technology Discretionary

**Attachment(s):** leave request, conference schedule, professional development form.

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

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

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



Everett Holm <everett@bps.k12.mt.us>

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## Welcome to Apple Academy

1 message

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**Apple Academy** <donotreply@apple.com>  
To: Everett Holm <everett@bps.k12.mt.us>

Fri, Jun 8, 2017 at 3:03 PM

Congratulations! You have been selected to attend Apple Academy and confirm your participation in the July 10, 2017 - July 14, 2017 class. Keep reading for the rest of the important details that you need to know.

### Hotel

We've reserved a hotel room for you at the Juniper Hotel Cupertino. For general hotel information visit the Juniper Hotel website or see its contact information below.

Juniper Hotel Cupertino  
10050 South De Anza Boulevard  
Cupertino, CA 95014

### Travel and Transportation

Airfare has been booked - please let us know as soon as possible if these flights will not accommodate your travel.

### To Cupertino

Depart FCA Delta 939 6:20 am 9 Jul 2017 arrive SLC 7:55 am  
Depart SLC Delta 585 8:25 am 9 Jul 2017 arrive SJC 9:25 am  
Super Shuttle reservation SJC to hotel.

### To Kalispell

Depart SJC Delta 617 6:42 pm 14 Jul 2017 arrive SLC 9:30 pm  
Depart SLC Delta 1509 10:25 pm 14 Jul 2017 arrive FCA 12:04 am +1  
Super Shuttle reservation from hotel to SJC.

The Juniper Hotel's check-in time is 3:00 p.m. The hotel will check your bag for early arrival until your room is ready. Apple Academy ends at 1:00 p.m. on Friday of that week. Additional nights if needed at the hotel are the responsibility of the attendee and can be arranged directly with the Juniper Hotel.

### Agenda

All Apple Academy sessions will be held at the Juniper Hotel Cupertino in the Parkview room. Breakfast and registration will begin on Monday morning at 7:30 a.m. in the Parkview room, and the first session will begin at 8:00 a.m.

Apple Academy is an intense and immersive learning experience. Daily in-class work will be from 8:00 a.m. to 4:30 p.m. and there will be homework assignments every night. Dinner on Tuesday and Thursday nights is part of the Academy and attendance is required.

### What to Bring

- My Story: Be prepared to share a brief oral introduction (two to three minutes maximum) of "Me, My Organization, and Apple." Note we're not asking for a media presentation.
- Your personal Apple ID: This is needed to subscribe to iTunes U.
- It's recommended that you bring digital images and documentation showcasing your organization's student or teacher success in using technology to transform learning. These assets will be used when creating exemplars for participant training material.
- Bring a flash drive to archive projects and resources.

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We look forward to seeing you at Apple Academy!

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## BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name Everett Holm  
Building Technology

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/10-14/17</u>	<u>40</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        |
|  | <small>(Master Contract) Relationship</small> |                               |

\*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 Apple Academy in Cupertino, CA (Attach Brochure/Agenda)

Location Cupertino, CA

Departure Date 7/9/17

Return Date 7/15/17

Departure Time 4:00 am

Return Time 1:00 a.m.

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 198 @.535 = \$ 105.93  
Per Diem 6 @ \$90.0 = \$ 540.00

Registration PO# paid by Apple = 0.00  
 Hotel PO# paid by Apple = 0.00  
 Other PO# Airfare paid by Appl = 0.00  
 Other PO# = 0.00

Sub Total 645.93

Budget 126.78.162.2220.0582 (75%) \$484.45  
226.78.162.2220.0582 (25%) \$161.48

**Check Total \$ 645.93**

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

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

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