

Browning Public Schools
Board Agenda Request
Meeting to Be Held: September 13, 2016



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: 8/10/2016

To: **John Rouse**
 Superintendent

From: Billie Jo Juneau
 Title: MBI/Olweus Coordinator

Subject: **Out of State Travel - Olweus Bullying Prevention Program Training**

Description: I am requesting to attend the Olweus Bullying Prevention Training in Vancouver Washington September 20-22, 2016. Upon completion of the program I will receive certification to train district staff in the Olweus program.

Financial Impact: **\$1,161.28**

Funding Source (Budget/grant, etc.): Rregistration to be covered by Blackfeet Honor Your Life Program); \$1,223.58 to be covered out of Impact Aid.

Attachment(s): Conference Agenda/Travel Request

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

Comments: _____

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

Dear Ms. Juneau:

I am pleased to inform you that your application has been accepted to attend the upcoming Olweus Bullying Prevention Program (OBPP) Trainer Certification Course (TCC) Part 1 in Vancouver, WA on September 20-22, 2016.

Olweus TCC Training Schedule:

Tuesday, September 20th: 8:00 AM - 4:30 PM

Wednesday, September 21st: 8:00 AM - 4:30 PM

Thursday, September 22nd: 8:00 AM - 3:00 PM

Full attendance during the entire scheduled training time is required to obtain your certification.

Registration: You must confirm your attendance by clicking on the link below as soon as possible. https://secure.touchnet.net/C20569_ustores/web/product_detail.jsp?PRODUCTID=1680&SINGLESTO RE=true

Feel free to contact Jessi Wilson (jwinkle@clermson.edu; 864-656-6402) if you have any questions and/or concerns regarding your attendance plans. You will have the option of paying by credit card or requesting an invoice as part of the registration process. The \$4,250.00 tuition fee does not include travel, lodging, meals, or other expenses associated with attending the Part 1 and Part 2 trainings.

Tuition does include a large quantity of books and resources. **Important: please bring an extra suitcase/bag to carry training materials home or make plans to have your materials shipped to you.

Training Site: Educational Service District 112 is located at 2500 NE 65th Avenue in Vancouver, WA 98661. The training will take place in the Conference Center. A cafe is located onsite and is open for lunch. Hazleden Publishing will provide luncheon Wednesday.

Lodging Accommodations: The Heathman Lodge is located at 7801 NE Greenwood Drive Vancouver, WA 98662 www.heathmanlodge.com They are holding 15 rooms for the group, under the group name: **EDS 112-Bullying Prevention Training**. This property is about 2 miles from the training site and 10 miles from the Portland, Oregon Airport (PDX). Please call the hotel directly at [360-254-3100](tel:360-254-3100) to make reservations. All reservations must be guaranteed by credit card. Reserved rooms are either single king or double queen at the discounted rate of \$130.00 + tax per night. All rooms are equipped with mini fridge, microwave and a Keurig coffee pot. The onsite restaurant, Hudson's Bar and Grill, is open for breakfast, lunch, dinner, happy hour, and room service every day. Complimentary parking on-site. Check in time is 4:00 PM and check out is 12:00 PM. Please make your reservations by **Monday, August 29, 2016** to receive the group rate. Reservations made after this date will be subject to prevailing rate and availability. Individual reservations must be cancelled by 4:00 PM the day before your scheduled arrival to avoid a cancellation charge.

Air Transportation: The Portland, OR (PDX) is located at 7000 NE Airport Way, Portland, OR 97218. If you are flying out on Thursday, it is recommended that you schedule return flights from PDX at or after 5:30 PM to have ample time to travel to the airport and clear security.

Ground Transportation: The Heathman Lodge provides airport shuttle service to and from PDX airport at the cost of \$15 per person, each way. The shuttle runs on an appointment basis during the hours of 6:00 AM- 11:00 PM and travel must be scheduled in advance to be guaranteed. Guests are **required** to schedule their shuttle at least 10 days prior to arrival by emailing their name and flight info to shuttle@heathmanlodge.com. Same day shuttle requests cannot be guaranteed but will be accommodated on an availability basis. The hotel is offering one complimentary drop off time and one complimentary pick up time to/from the training site each day. Rental cars are also available. The dress attire is comfortable/casual. Please plan for the possibility of the meeting space being cool. Personal snacks and beverages are allowed in the training room.

Cancellation Policy

Notice of cancellation or requests to reschedule attendance at Trainer Certification Course (TCC) Part 1 must be made in writing to the Administrative Coordinator, Jessi Wilson (jwinkle@clermson.edu), by **Thursday, September 1, 2016**.

- If a confirmed participant cancels or reschedules his/her attendance at this TCC Part 1 after **9/1/2016**, and training materials have been shipped, a nonrefundable fee of \$100 (plus any charges for meals) will be charged to the applicant or his/her organization to cover administrative and shipping costs.
- If a confirmed TCC participant does not provide a cancellation notice or attend the training, an administrative fee of \$100 plus any applicable meal fees will be charged to the applicant or his/her organization.
- If a participant cannot attend a TCC, a substitute participant may attend in his/her place if a completed application is submitted by **9/1/2016** and is approved by the Olweus Bullying Prevention Program.

Refund Policy

All tuition refunds are subject to approval and must be requested in writing to Jessi Wilson at jwinkle@clermson.edu or Clemson University, IFNL, 2038 Barre Hall, Clemson, SC 29634. A full refund will be provided upon approval of cancellation received by the deadline. A refund (minus shipping, administrative fees, convenience fees, and/or meal fees) will be provided upon approval of cancellations after the deadline.

****Please note, all credit card users are assessed a separate, non-refundable convenience fee of 2% of the payment amount at the time of each credit or debit card payment transaction.**

Again, congratulations. I am delighted you'll be joining us!

Sincerely,



June Jenkins, OBPP Training-Consultation Coordinator

Trainer Biographies

Jane Riese, LSW, is the Associate Director of Safe and Humane Schools. In this position, she is also serves as Director of Training for the *Olweus Bullying Prevention Program* in the United States and is a research associate with Clemson University's Institute on Family and Neighborhood Life. Jane participated in the initial *OBPP* trainer certification process in 2000 and helped to coordinate the first U.S. Trainer Certification Course held in 2001 in Pennsylvania. She currently oversees Olweus trainer certification, recertification, and the work of Olweus Technical Assistance Consultants. A licensed social worker and prevention educator, Jane developed and directed dialogue-based restorative justice programming in her community and was the director of a prosecution-based victim services program. She serves as a member of the Pennsylvania State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors.

Contact Information:

Jane Riese, LSW

Phone: [717-870-7992](tel:717-870-7992)

Email: jriese@clemson.edu

June Jenkins, M.Ed., is the Training-Consultation Coordinator for Safe and Humane Schools at Clemson University. She has more than twenty-five years of experience in education as teacher and administrator. In 2014, she retired as the Project Director for a Safe Schools/Healthy Students Project in Virginia which focused on community partnerships and addressing risky behaviors of youth. She holds a Postgraduate Professional License from the Virginia and South Carolina Departments of Education in PK-12 administration and supervision. She completed a postgraduate certification in Positive Behavior Interventions and Supports through University of South Florida and is a Youth Mental Health First Aid Trainer. She serves as the Director of the Board for the SC-Association for Positive Behavior Supports Network. In 2005, June became a certified trainer in the Olweus Bullying Prevention Program and in 2010 became a Trainer-Certification Course (TCC) provider. June is married and lives in the Upstate of South Carolina.

Contact Information:

June Jenkins, M.Ed

Phone: [864-399-0989](tel:864-399-0989)

Email: June2@clemson.edu

Sent by:

Jessi Wilson

Institute on Family & Neighborhood Life

Clemson University

2035 Barre Hall

Clemson, SC 29634

Phone: [864-656-6402](tel:864-656-6402)

Fax: [864-656-6281](tel:864-656-6281)

Email: jwinkle@clemson.edu

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

Employee Name Billie Jo Juneau
Building Babb

Employee #11760
Substitute Name N/A

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/19/15-9/22/15</u>	<u>28</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 Olweus Bullying Prevention Program Training **(Attach Brochure/Agenda)**

Location Portland, OR

Departure Date 9/19/15

Return Date 9/22/15

Departure Time 12:00 p.m.

Return Time 4:00 p.m.

Transportation:

- Personal Vehicle
- District Vehicle
- Professional Development

Mileage 254 @ .54 = \$ 137.16

Per Diem 2 days @ \$90+1S \$15+48OS = \$ 243.00

- Registration** PO# _____ = \$ 00.00
- Hotel** PO# _____ = \$ 323.92
- Other** PO# Flight = \$ 457.20
- Other** PO# Luggage = \$ 50.00

Sub Total \$ 1161.28

Budget 126.90.100.2213.582 (75 %) \$285.12
126.90.100.2213.582 (25 %) \$ 95.04

Check Total **\$380.16**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____