

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/11/18



-
- 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: 9/4/18

To: **Corrina Guardipee-Hall ED.S.**
 Superintendent

From: Everett Holm
 Title: Technology Director

Subject: **In state travel: META Board of Directors Retreat**

Description: Request travel to attend the Annual META Board of Directors retreat (Mnntana Educational Technologists Association) in Bozeman, MT September 14 - 15, 2018.

Financial Impact: \$635.12

Funding Source (Budget/grant, etc.): 126/226-78-162-2220-582

Attachment(s): Travel Request/Agenda

Comment/s: _____

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

**Montana Educational Technologists Association (META)
Board Retreat – Agenda**

Holiday Inn Bozeman

5 E Baxter Lane

Bozeman, MT

September 14-15, 2018



**Part I - STRATEGIC PLANNING – RETOOLING GOALS, OBJECTIVES AND COMMITTEES
Part II – META TERMS OF SERVICE PROJECT**

Friday, September 14, 2018 – Day 1

8:00 - 9:00	Breakfast
9:00 – 9:15	Welcome – Introductions – Agenda Layout
PART I	
9:15 – 9:30	Review of the META Strategic Plan - <i>Brian Norwood</i>
9:30 – 9:45	Focus – Goals & Objectives - Action Plan Review and Setting the Course – <i>Brian Norwood</i>
9:45 – 11:00	Group Work – Assessment and Adjustment of Action Plan – Looking at the 3 Goals (Break as you need through this group work session) <ol style="list-style-type: none">1. Organizational Development2. Advocacy3. Professional Learning <ul style="list-style-type: none">• Terms of Service Project
11:00 – 12:00	Report Out from Group Work
12:00 – 1:00	Lunch (Catered by the Holiday Inn)
1:00 – 2:15	Restructuring of Committees Based on Action Plan Adjustments from Strategic Plan <ol style="list-style-type: none">1. What committees/assignments?2. Assign Board Members to Each Committee3. Review Assigned Committees/Assignments/Due Dates and Reporting Responsibilities4. Terms of Service Project – Strategic Plan and Committee Sustainability
2:15 – 2:30	Break
PART II	
2:30 – 3:00	Terms of Service Project – Student Data Privacy - Review and Next steps – <i>Brian Norwood</i> <ul style="list-style-type: none">• Past Board Discussions – Board Minutes Review 17-18 – <i>Brian Norwood</i>• Example Vendors/Apps - Course of META Project Planning – <i>Brad Somers</i><ul style="list-style-type: none">○ Bozeman School Policy
3:00 – 4:00	Looking the breakdown of Terms of Service – Vendor Agreement – <i>Brad Somers</i>
5:30	META Board Dinner at Santa Fe Reds (1235 N 7th Ave)

Saturday, September 15, 2018 – Day 2 – Continuation of Part II – TOS Project

- 8:00-9:00 **Breakfast**
- 9:00-9:15 Review TOS Agreement – Student Data Privacy Approach – *Brad Somers*
- 9:15-10:45 Board Work Session: Constructing the META TOS Agreement for Use by Schools
- 10:45 – 11:00 **Break**
- 11:00-12:00 Distribution Plan – Access by Schools – Budget
- 12:00 **Working Lunch Served**
- 12:15 – 1:00 Discussion/Reports on META Contemporary Items A-D:

A. Broadband Access – Brian Norwood

- Education SuperHighway in partnership with SAM/META: End funding of both CAT1 (Broadband build) & CAT2 (WiFi and internal infrastructure)
- Montana Telecommunications Association Conference Broadband Access Panel from August 29 – *Rich Lawrence*

B. CoSN State Chapter Report – Rich Lawrence

- Membership promotion
- Team4Tech Project in Havre – w/ *Kelly Veis*
- Empowered Superintendent Initiative
- Other...

C. School Safety - Cyber Security and Information Security effort of META – Brian Norwood

- Current Trends for School Districts

D. SAM Website – ADA Web Compliance – Website Accessibility – Brian Norwood

Other Topics?

Everyone Enjoy Rest of the Weekend and Safe Journey Home!

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

Employee Name Everett Holm

Employee #. _____

Building Technology

Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/13-15/2018</u>	<u>10</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 META Conference/meeting in Helena MT
Attach Brochure/Agenda

Location Bozeman, MT

Departure Date 9/13/18

Return Date 9/15/18

Departure Time 3:00 p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 534 @.545 = \$ 291.03
Per Diem 2@\$35 /1din = \$ 85.00

Registration PO# _____	=	<u>0.00</u>
Hotel PO# _____	=	<u>259.09</u>
Other PO# _____	=	<u>0.00</u>
Other PO# _____	=	\$ _____
Sub Total		<u>635.12</u>

Budget 126.78.162.2220.0582 (75%) \$282.02
226.78.162.2220.0582 (25%) \$ 94.01

Check Total \$ 376.03

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____