

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/9/18



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: 12/27/17

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

From: John Rouse
Title: Superintendent

Subject: **In State Travel - Title I Conference**

Description: Request approval to travel for Corrina Guardipee-Hall and Jeri Matt to attend the Title I Conference in Helena, MT March 26 - March 28, 2018.

Financial Impact: Corrina \$510.02; Jeri \$537.02 (**\$1,047.04**)

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

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

2018 Title I Conference Schedule

	Natorium	Capitol	Lewis	Clark	Governor	State	Montana	Helena	Gallery
	Elem 1	Elem 2	M/S	H/S	Admin	General Interest	At Risk Students	Effective Teaching	Vendor
Day 1									
7:30-8:10	Breakfast- BALLROOM								
8:10-8:30	Welcome State Superintendent								
8:30-8:40	Distinguished Schools Awards								
8:40-9:50	Katie Garner Featured Keynote								
9:50-10:00	Transition								
10:00-10:50	ESSA								

10:50-11:00	Transition								
11:00-12:00	ESSA								
12:00-12:50	Lunch- BALLROOM								
12:20-12:50	Lunch Keynote								
12:50-1:00	Transition								
1:00-2:30	Literacy and SEL- Melissa Tovas	Kathi Tiefenthaler?			Basics of Title I- Jack O'Connor	Family Engagement- Steve Wellington	Foster Care- Tracy Shinaberger	CSI UNIT	Natalie?
2:30-2:50	Vendor Break								

2:50-3:50	Tara Ferriter-Smith?	Teresa Weems?			Homeless- Heather Denny	Teacher/Paras- Annette Young	N and D/ Foster Care- Carrie Kouba	CSI UNIT	Moving From Good To Great: Strengthening Home-School Partnerships-Jenni Brasington, Senior Director FACE Services, Scholastic Education pt.1
3:50-4:00	Transition								
4:00-5:00					Private School Participation in Title I- Jack O'Connor		LGBT Kids- Kim Leighton	CSI UNIT	Moving From Good To Great: Strengthening Home-School Partnerships-Jenni Brasington, Senior Director FACE Services, Scholastic Education pt.2
Day 2									
7:30-8:00	Breakfast- BALLROOM								
8:00-8:50	Breakfast Keynote Melissa Sullivan-Walker								

8:50-9:00	Transition								
9:00-9:50	Terri Barclay ?	Debbie Hunsaker?			Title II/ Title V- Carrie Kouba		Attendance and Family Engagement- Heather Denny	CSI UNIT	Building Families Capacity to Support Literacy at Home- Erin Koning, Director of Literacy, Scholastic Education pt. 1
9:50-10:00	Transition								
10:00-10:50	Terri Barclay ?	Debbie Hunsaker?			Attendance and Family Engagement- Heather Denny, Tracy Mosemen, Holly Mook	4H- Carbajal, Jasmine		CSI UNIT	Building Families Capacity to Support Literacy at Home- Erin Koning, Director of Literacy, Scholastic Education pt. 2
10:50-11:00	Transition								

11:00-11:50					Stump the Chump- Jack O'Connor			CSI UNIT	HMH?
11:50-12:00	Transition								
12:00-1:00	Lunch- BALLROOM								
12:20-12:40	Lunch Keynote Drew Uecker								

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

Employee Name Corrina Guardipee-Hall
Building ADMIN

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/26/18</u>	<u>3</u>	<u>SR</u>
<u>3/27 & 3/28/18</u>	<u>12</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 Title I Conference Attach Brochure/Agenda

Location Helena, Mt

Departure Date 3/26/18

Return Date 3/28/18

Departure Time 2:00 p.m.

Return Time 12:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 x .535 * 2 = 92.02

Per Diem 2 day + Supper = 58.00

Registration _____ PO# _____ = 150.00

Hotel _____ PO# _____ =210.00

Other _____ PO# Airfare = - 0 -

Other _____ PO# Luggage = - 0 -

Sub Total 510.02

Budget 115.90.494.2213.582.118 (100%) \$ 150.02
Title I Schoolwide

Check Total \$150.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

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

Employee Name Jeri Matt
Building ADMIN

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/26/18</u>	<u>3</u>	<u>SR</u>
<u>3/27 & 3/28/18</u>	<u>16</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 W/O Pay	PL Personal Leave	ALWO Approved Leave
SL Sick Leave w/o Pay	JD Jury Duty (attach verification)	ULWO Unapproved Leave
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____ (Master Contract) Relationship)	SWOP Suspended w/o Pay

***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 Title I Conference **Attach Brochure/Agenda**

Location Helena, Mt

Departure Date 3/26/18

Return Date 3/28/18

Departure Time 2:00 p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 x .535 ÷ 2 = 92.02
Per Diem 2 day + Supper = 85.00

Registration _____ PO# _____ = 150.00
 Hotel _____ PO# _____ = 210.00
 Other _____ PO# Airfare = - 0 -
 Other _____ PO# Luggage = - 0 -

Sub Total 537.02

Budget 115.90.494.2213.582.118 (100%) \$ 177.02
Title I Schoolwide

Check Total \$177.02

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____