

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 3/29/17



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: 3/20/17

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

From: Julie Hayes
 Title: Principal, Browning Middle School

Subject: **In State Travel: GEAR UP spring Planning Meeting**

Justification: The Browning Middle School, as a State GEAR UP School is required to send a GEAR UP Team to the Spring Planning meeting in Helena, MT on April 25th-26th, 2017 (with travel on April 24th, 2017). One of the required members of the team is a building administrator, so Julie Hayes will be attending as the BMS Building Administrator for the BMS GEAR UP Team.

Financial Impact: The final cost to the BMS Budget will be approximately \$27 as Montana GEAR UP will only reimburse at the State rate.

Funding Source (Budget/grant, etc.):

Attachment(s): Employee Leave Slip, GEAR UP Conference Agenda

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

Comments: _____

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



SPRING IMPLEMENTATION PLANNING MEETING

Tuesday, April 25th and Wednesday April 26th
 Best Western Great Northern Hotel
 835 Great Northern Blvd
 Helena, MT

Tuesday, April 25th

7:30-8:00 Registration

7:45-8:30 Networking Breakfast

Empire Builder

8:15-8:30 Welcome and Introductions

Zach Hawkins

8:30-8:50 School Grant Manager Updates

Lucille Thomason/Janelle Egli

8:50-9:00 Fiscal Reminders and Updates

State Team

9:00-9:45 Data Packet and Executive Summary Overview

Dave Leitner, PRA

9:45-10:00 Break

10:00-11:00 School Team Data Packet Review and Primer Questions

State Team

11:00-12:00 Vendor/Presenter

TBD

12:00-1:00 Luncheon Address

Speaker TBD

1:00-1:45 Roundtable discussion: Goal 3 Services
 Parental Engagement
 Financial Aid Awareness
 Advisement & Course Planning
 Job Shadowing/Other

Oriental A & B
Oriental D
Empire Builder
Western Star

1:45-2:00 Break

2:00-3:00 School Team Planning Time

3:00-3:45 Roundtable Discussion: Goal 2 Services
 Mentoring
 Credit Recovery & Tutoring
 Attendance
 Transition
 Other

Oriental A & B
Oriental D
Empire Builder
Western Star (Front)
Western Star (Back)

3:45-4:45 School Team Planning Time

4:45-5:00 Debrief & Sharing Time

Wednesday, April 26th

7:30-8:00 Breakfast and updates
Builder

Zach, State Team - **Empire**

8:00-8:15 Honoring 21st CLI Participants

Kirk Miller SAM

8:15-10:15 Mastery Prep for ACT

Craig Gehring

10:15-10:30 Break

10:30-11:15 Roundtable Discussion Goal 1 Services

Pre-Algebra & Algebra I
Rigorous Academic Curricula
College Readiness Benchmarks
STEM
Other

Western Star (Front)
Western Star (Back)
Empire Builder (Front)
Empire Builder (Middle)
Empire Builder (Back)

11:15-12:30 School Planning Time

12:30-1:15 Luncheon Address

Speaker TBD

1:15-2:45 School Planning or Roundtable Discussion

Staff Collaboration
Sustainability
7th Year Services

Empire Builder/Western Star
Empire Builder/Western Star
Empire Builder/Western Star

2:45-3:00 Wrap up and adjournment

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 Helena, MT on April 25th-26th, 2017 (with travel on April 24th, 2017). One of the required members of the team is a building administrator, so John Salois will be attending as the BHS Building Administrator for the BMS GEAR UP Team.

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

Employee Name Julie Hayes
Building BMS

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/24/17 - 4/26/17</u>	<u>19</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 GEAR UP Spring Planning Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/24/17 Return Date 4/26/17

Departure Time 2:00 pm Return Time 7:00 pm

Transportation: Personal Vehicle Mileage _____ = \$ - 0.00 -

District Vehicle Per Diem 2 days @ \$35 + \$15ISD = \$ 85.00

Professional Development

Registration PO# _____ = \$ - 0.00 -

Hotel PO# Paid for by MTGU = \$ - 0.00 -

Other PO# _____ = \$ - 0.00 -

Other PO# _____ = \$ - 0.00 -

Sub Total \$ 85.00

Budget 126.50.130.1700.582 (100 %)

GEAR UP will reimburse State Rates after meeting, est. \$58.00

Check Total \$85.00

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____