

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/10/19



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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:**      9/4/19

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

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

**Subject:**   **In state travel - META Conference**

**Description:** Request travel to attend the META Board of Directors Retreat in Helena, MT September 13 & 14, 2019

**Financial Impact:** \$545.61

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

**Attachment(s):** Agenda/Travel Request

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

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

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

# META Board Retreat Draft Agenda

SAM Office Helena

September 13-14, 2019



**Part I - STRATEGIC PLANNING – RETOOLING GOALS, OBJECTIVES AND COMMITTEES**

**Part II – META PROJECTS AND BUSINESS**

## **Friday, September 13, 2019 – Day 1**

8:00 - 9:00 Breakfast

9:00 – 9:15 Welcome – Introductions – Agenda Layout

### **PART I**

1. A Celebration of META!
2. [Review of the META Strategic Plan and Committees](#) - *Brian Norwood*
3. Focus – Goals & Objectives - Action Plan Review and Setting the Course – *Brian Norwood*
4. Group Work – Assessment and Adjustment of Action Plan – Looking at the 3 Goals  
(Break as you need through this group work session)
  - Organizational Development
  - Advocacy – Review of 2019 legislation impact
  - Professional Learning
  - Projects
5. Report Out from Group Work

### **Lunch**

6. Restructuring of Committees Based on Action Plan Adjustments from Strategic Plan Committees/assignments?
  - Assign Board Members to Each Committee
  - Review Assigned Committees/Assignments/Due Dates and Reporting Responsibilities

### **Break**

### **PART II**

7. Data Interoperability – *Colet Bartow, OPI*
8. Streamlining Office of Civil Rights Data Collection (CRDC) – *Michael Sweeney, OPI*
9. [SAM Update](#) – *Kirk Miller, SAM*
10. Consideration of META Request for 2<sup>nd</sup> seat on the SAM Board of Directors

**META Board Dinner at TBD**

## **Saturday, September 14, 2019 – Day 2**

8:00-9:00 **Breakfast**

### **PART II**

11. META SDPC/TOS Project (HB 745) – *Brad Somers*

#### **Break**

12. Broadband Access Initiative – *Brian Norwood & Rich Lawrence*

13. School Safety - Cyber Security and Information Security effort of META – *Rich Lawrence, Brian Norwood, Paul Kozlowski*

#### **Working Lunch Served**

14. CoSN State Chapter Report – *Rich Lawrence*

15. Discussion/Reports on META Contemporary Items

16. Current Trends for School Districts

17. Other Topics for Discussion?

**Adjourn** – Have a great rest of your weekend!!!

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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>9/13-14/2018</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 Helena, MT

Departure Date 9/12/18

Return Date 9/14/18

Departure Time 3:00 p.m.

Return Time 7:00 p.m.

Transportation:      Personal Vehicle      Mileage 344 @.58 = \$199.52  
                                  District Vehicle      Per Diem 2@\$36 /1din = \$ 87.00  
                                  Professional Development

Registration PO# \_\_\_\_\_ = 0.00

Hotel PO# \_\_\_\_\_ = \$259.09

Other PO# \_\_\_\_\_ = 0.00

Other PO# \_\_\_\_\_ = 0.00

**Sub Total**    \$ 545.61

Budget 126.78.162.2220.0582 (75%)    \$214.89  
226.78.162.2220.0582 (25%)    \$ 71.63

**Check Total**    \$ **286.52**

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

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

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