

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/29/21



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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:**    9/17/21

**To:**        **Corrina Guardipee-Hall**  
                 Browning Public Schools

**From:**   Jennifer Wagner  
**Title:**    Principal

**Subject:** In State: CTW Professional Hybrid Workshop 2021

**Description:** Request travel to attend the New CTE Professional Hybrid Workshop 2021 in Bozeman, MT 10/20/21

**Financial Impact:** \$430.72

**Funding Source (Budget/grant, etc.):** 226.60.150.2410.582

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

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

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

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

# New CTE Professionals Hybrid Workshop 2021



**One Experience • Three Sessions**  
September 21 • October 12 • October 20



## Workshop Details

The Office of Public Instruction's Career, Technical, & Adult Education unit invites all new Montana Career & Technical Education (CTE) professionals to participate in a **FREE** hybrid professional learning experience.

The New CTE Professionals Hybrid Workshop 2021 offers early-career professionals—those new to the classroom, as well as those with five years or less of experience—the ability to develop essential knowledge and skills for success in the classroom and in the Career & Technical Education teaching profession. Individuals who have participated in the past are also invited to participate again. Participants will also discover leadership and professional growth opportunities available for themselves and their students.

The hybrid 2021 workshop will include two (2) virtual afternoon sessions—September 21 and October 12—and one (1) live, in-person, afternoon session in Bozeman at the GranTree Inn on Wednesday, October 20. The two virtual sessions will be conducted using Zoom.

Montana's CTE Specialists have designed the workshop to focus on fundamentals of Career & Technical Education, federal- and state-level funding, professional organizations, curriculum resources, program standards and guidelines, marketing career and technical education, and advanced learning opportunities for CTE students through dual enrollment and work-based learning.

Workshop attendees are strongly encouraged to participate in all sessions. The virtual sessions listed below will include smaller breakout groups to allow for conversations. Please go to [bit.ly/NewCTE2021](https://bit.ly/NewCTE2021) to register today.

## Session Schedules & Topics

### Session 1: Virtual, Tuesday, September 21

3:45-5:15 pm

- Zoom Opens (3:45 pm) & Systems/Technical Check
- Welcome and Introductions
- Session Breakouts
  1. Instructional Strategies for the CTE Classroom
  2. OPI Resources and Newsletters
  3. Safety and Liability in the CTE Classroom

### Session 2: Virtual, Tuesday, October 12

3:45-5:15 pm

- Zoom Opens (3:45 pm) & Systems/Technical Check
- Welcome and Introductions
- Session Breakouts
  1. Carl D. Perkins & the Comprehensive Local Needs Assessment
  2. Dual Enrollment Opportunities
  3. Perkins Data and Reporting
  4. Work-Based Learning and Industry Recognized Credentials

### Session 3: Onsite, Wednesday, October 20

12-12:30 pm

- Onsite Registration & Materials Pickup (GranTree Inn, Bozeman)

12:30-1 pm

- Welcome and Ice Breaker

1-2 pm

- Roundtables
  1. CTSO Chapter Management
  2. Marketing Your CTSO
  3. Montana Career Pathways
  4. Relationship Building with School and Community
  5. Workplace Skills Through Your CTSOs

2:15-4:15 pm

- CTE Program Area-Specific Breakouts with OPI CTE Specialists

4:30-5 pm

- CTE Debrief
- Questions & Answers
- Closing

## Registration

To participate in the New CTE Professionals Hybrid Workshop 2021, register at [bit.ly/NewCTE2021](https://bit.ly/NewCTE2021). The links for the Zoom sessions will be sent to the email address submitted via registration. Registrants will receive a packet of materials onsite in Bozeman on Wednesday, October 20. To be included in the materials count, please submit registration by the end of the day on Monday, September 20, 2021. Please note, materials cannot be guaranteed for registrations received after September 20.

Up to seven (7) OPI Renewal Units will be available. Questions regarding the workshop or registration can be directed to Business Education Special Eric Swenson at [eswenson@mt.gov](mailto:eswenson@mt.gov) or contact your CTE Program Specialist.

### **Register Today for the FREE New CTE Professionals Hybrid Workshop 2021**

The Office of Public Instruction's Career and Technical Education Specialists will be conducting a New CTE Professionals Hybrid Workshop via three (3) sessions—two (2) virtually and one (1) live, in-person—beginning Tuesday, September 21, via Zoom.

The New CTE Professionals Hybrid Workshop 2021 focuses on early-career professionals—specifically Career & Technical Education professionals within the first five (5) years in a Montana Career & Technical Education classroom. Additionally, Montana CTE professionals who have participated in the past are invited to attend to enhance their classroom skills and knowledge of Career & Technical Education. School administrators and counselors who maybe new to or want to learn more about Career & Technical Education in Montana are also invited to attend.

This FREE professional learning opportunity will provide attendees with information on a variety of topics related to Career & Technical Education including

- Advisory committees,
- Classroom safety & liability,
- CTE and program-area standards and guidelines,
- Dual Enrollment,
- Instructional strategies for the CTE classroom,
- Managing and marketing local Career and Technical Student Organizations,
- Montana Career Pathways,
- Perkins funding,
- Professional development organizations,
- State CTE funding & data reporting,
- Work-Based Learning, and
- Workplace Skills through your CTSOs.

The hybrid workshop will be held virtually Tuesday afternoon September 21 and October 12, and live, in-person, on Wednesday, October 20 in Bozeman at the GranTree Inn.

The workshop is offered free of charge and up to seven (7) OPI Renewal Units will be offered.

Additional details about the New CTE Professionals Hybrid Workshop 2021, including a schedule of events, is available on the Secondary CTE page of the OPI website (scroll down the page to find and download the flyer).

Registration for the New CTE Professionals Hybrid Workshop 2021 can be completed and submitted online at [bit.ly/NewCTE2021](https://bit.ly/NewCTE2021). Registrants will receive a packet of materials onsite in Bozeman on Wednesday, October 20. To be included in the materials count, please submit registration by the end of the day on Monday, September 20, 2021. Please note, materials cannot be guaranteed for registrations received after September 20.

For registration assistance or for more information, please contact Business Education: Eric Swenson at [eswenson@mt.gov](mailto:eswenson@mt.gov).

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

Employee Name Jennifer Wagner  
Building Browning High School

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/19 &amp; 10/20, 2021</u>	<u>16 hrs</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 CTE Professional Hybrid Workshop (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 10/19/21

Return Date 10/21/21

Departure Time 4:00 pm

Return Time 12:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 534x \$0.56 ÷2=\$149.52

Per Diem 2 Days @ \$36.00 = \$ 72.00

<input type="checkbox"/> Registration PO#	=\$ 0.
<input checked="" type="checkbox"/> Hotel PO#	=\$209.20
<input type="checkbox"/> Other PO#	=\$ 0.
<input type="checkbox"/> Other PO#	=\$ 0.

Sub Total \$430.72

Budget 226.60.150.2410.582 (100 %) \$221.52

**Check Total \$221.52**

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

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

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

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site