

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/10/17



-
- 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: 04/10/17

To: **John Rouse**
 Superintendent

From: Kimberly Tatsey-McKay
Title: Montana SOARS GMP Director

Subject: **Out of State Travel- Project Aware Grantee Convening 2017**

Description: I am requesting out of state to attend the Project AWARE Grantee Convening in Washington, D.C. July 26-29, 2017. This is a required training that is outlined in our 2017 OPI Montana SOARS grant.

Financial Impact: \$2,309.55

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): Leave Request/Conference Agenda

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

Comments: _____

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



Project AWARE Grantee Convening 2017

July 26-28, 2017 ~ Washington, DC

- Home
- Registration
- Agenda
- Speakers
- Logistics
- Local Area Information
- Contact

Who
SAMHSA, Center for Mental Health Services

What
Project AWARE:
Community (C) Grantees
State Educational Agency (SEA) Grantees and partnered Local Education Agencies (LEAs)

When
AWARE-C Grantees:
July 26-27, 2017

AWARE-SEA Grantees:
July 27-28, 2017

Where
Marriott Wardman Park Hotel,
2660 Woodley Road, NW,
Washington, DC 20008

REGISTRATION

Who Should Attend?

You are being asked to bring team members that **should include** the following:

AWARE Community Grantees (Team of 3):

- Project Coordinator/Project Director (1);
- Evaluator (1); and
- Participant of your choice (1)

AWARE State Educational Agency Grantees (Team of 6):

- Project Director (1);
- Youth Mental Health First Aid (YMHFA) Coordinator (1);
- Evaluator (1); and
- LEA Team Leads (3)



Project AWARE Grantee Convening 2017
July 26-28, 2017 ~ Washington, DC

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Washington, DC 20008

DRAFT AGENDA*

July 26, 2017

Day 1 - AWARE C

- 9:00 Welcome and Introductions
- 9:30 Plenary
- 10:30 Break
- 10:45 Concurrent Breakouts
- 12:00 Lunch on your own
- 1:30 Grantee Discussion Forum
- 3:00 Break
- 3:15 Concurrent Breakouts
- 4:25 Break
- 4:30 Wrap Up Plenary
- 5:00 Closing Remarks and Adjourn

July 27, 2017

Day 2 - AWARE C and SEA

- 9:00 Welcome and Introductions
- 9:30 Opening Plenary
- 10:45 Break
- 10:55 Concurrent Breakouts for both AWARE C and SEAs
- 12:00 Lunch on your own
- 1:30 Peer Learning Activity
- 2:30 Break
- 2:45 Concurrent Breakouts
- 4:25 Break
- 4:30 Learning Activity
- 5:00 Closing Remarks and Adjourn

July 28, 2017

Day 3 - AWARE SEA

- 9:00 Welcome and Introductions
- 9:15 Plenary
- 10:30 Break
- 10:45 Concurrent Breakouts
- 12:00 Lunch on your own
- 1:30 Plenary
- 2:45 Break
- 3:00 Grantee Panel
- 4:00 Learning Activity
- 4:30 Closing Remarks and Adjourn

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

Employee Name Kimberly Tatsey-McKay
Building Good Medicine Program

Employee #13501
Substitute Name NA

LEAVE REPORT

| <u>Date of Leave</u> | <u>Hours</u> | <u>Type of Leave</u> |
|-----------------------------|--------------|----------------------|
| <u>07/26/2017</u> | <u>4</u> | <u>SR</u> |
| <u>07/27/2017 - 7/29/17</u> | <u>32</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 Project AWARE Grantee Convening 2017 (Attach Brochure/Agenda)

Location Washington, MT

Departure Date 07/26/2017

Return Date 07/29/2017

Departure Time 9:30 am

Return Time 8:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .535 =\$ 135.89
Per Diem \$12L+\$42D + 3 days @ \$90 =\$ 327.00

Registration PO# _____ =\$ - .00
 Hotel PO# 25452 =\$ 960.66
 Other PO#flight/booking fee 25450=\$ 836.00
 Other PO# luggage =\$ 50.00
Sub Total **\$ 2,309.55**

Budget Montana SOARS Grant (100 %) \$512.89
115.90.465.1000.582.204

Check Total \$ 512.89

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____