

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: 3/8/17

To: **John Rouse**
 Superintendent

From: Jeri Matt
Title: Curriculum Director

Subject: **Title I Conference**

Description: I am requesting travel to attend the Title III Conferences in Helena, MT April 18, 2017.

Justification (District Goals): This training will provide best practices to support schools in creating language development teams that support students learning English and academic language.

Financial Impact: **\$ 165.00 Title III conference lodging and meals will be reimbursed.**

Funding Source (Budget/grant, etc.): 115.90.432.2213.582.117 (Title III)

Attachment(s): Title III conference notification/travel request

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

Comments: _____

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

ACADEMIC LANGUAGE DEVELOPMENT INSTITUTE



April 18, 2017 from 9 – 4 (lunch on your own)

(day before Title I Conference)

Radisson Helena, MT

2301 Colonial Dr, Helena, MT 59601

(406) 443-2100

Room Block: OPI-Indian Education
(make reservations by March, 18, 2017)

Overview

This one day institute will provide a framework and best practices to support schools in creating Academic Language Development Teams that support students learning English and academic language.

Objectives

Participants will

- Develop understandings about the process for implementing Academic Language Development (ALD) Teams
- Develop understandings of culturally responsive pedagogy in creating ALD Teams
- Develop processes and systems in their context
- Learn 1-2 proven strategies that work with students learning academic English

****OPI will reimburse districts for 1 night of lodging and meals at the state rate.**

Audience

School teams:
Classroom teachers
Administrators
Counselors
Support Staff

Registration

Registration is first come, first served basis. Please contact Joan Franke to register for the conference by **April 3, 2017.**

Joan Franke

jfranke@mt.gov
406-444-3482

The Office of Public Instruction Indian Education Division is committed to providing reasonable accommodations to people with disabilities. If you need an accommodation, require an alternate format of a document, or have questions concerning accessibility, please contact Joan Franke at (406) 444-3694, TTY (406) 444-0169, or e-mail jfranke@mt.gov by close of business day on April 4, 2017.

**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>04/17/-04/18/17</u>	<u>11</u>	<u>SR</u>
<u>04/19-04/20/2017</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 | 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 OPI Title III Conference (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 04/17/17

Return Date 04/18/17

Departure Time 2:00 PM

Return Time 8:00 PM

Transportation: Personal Vehicle Mileage 172x.535 reimbursed by OPI =\$ -0-
 District Vehicle Per Diem 1 days @ \$35+\$15D (\$35.00 Reimbursed)=\$50.00
 Professional Development

Registration PO# _____ =\$150.00
 Hotel PO# Reimbursed by OPI \$153.98 =\$ -0-
 Other PO# Airfare =\$ -0-
 Other PO# Luggage =\$ -0-

Sub Total \$ 165.00

Budget 115.90.494.2213.582.117 (58.33 %) \$29.17
115.90.494.2213.582.117 (41.67 %) \$20.83

Check Total \$50.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____