

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 7/12/16



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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:**    06/21/16

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

**From:**   Tonia Tatsey  
**Title:**    PK, K, 1 Principal

**Subject:**   **In-State Travel - Preschool Grant Summer Institute.**

**Description:** As part of the new preschool grant from OPI, the administrators are required to attend a four-day training in Helena on July 11 - 14. Those attending are Tonia Tatsey and Corrina Guardipee-Hall along with 2 Instructional Coaches, 3 Early Kindergarten teachers, and 7 Kindergarten teachers.

**Financial Impact:** \$247.88 ea (Impact Aide money will be reimbursed out of the Montana Pre-School Grant)

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

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

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

## 2016 Summer Institute Agenda

Session Descriptions, Presenters, Rooms and Times

Kindergarten

Cohort I, II, and/or III

Leadership

Check audience description for designated cohort participants

### Day 1 - Monday July 11

	Governor	Executive	Judicial	Legislative	Capitol	State	Gallery	Natatorium	Lewis
8:00-8:30	Morning Meet and Greet								
8:30-10:30	Welcome and Keynote: Boost Your Brain Potential!								
10:30-10:45	Break								
Section 1 10:45-11:45	Introduction to the MELS and Chapter 63, Part 1 with Carrie Cole  Audience: Cohort III	Year One Project Level Data Review with Chris DeWald  Audience: Cohort I and II programs (Group A)			Utilizing Assessment Data within the Continuous Improvement Cycle With TBD  Audience: Cohort I and II programs (Group B)			Montana Kindergarten Information Transition Tool (KITT) with Assessment Work Group Member  Audience: Kindergarten	
11:45-1:00	Lunch on your own								
Section 2 1:00-2:00	Introduction to the MELS and Chapter 63, Part 2 with Carrie Cole  Audience: Cohort III	Utilizing Assessment Data within the Continuous Improvement Cycle With TBD  Audience: Cohort I and II program (Group A)			Year One Project Level Data Review with Chris DeWald  Audience Cohort I and II programs (Group B)			Are the Standards Developmentally Appropriate? From MELS to the CCSS, Part 1 with Lucy Hart-Paulson  Audience: Kindergarten	
2:00-2:15	Break								
Section 3 2:15-4:00	Introduction to ECERS with Kristie LaCasse  Audience: Cohort III	Working Together, Using Data, Setting Goals with Regional Specialists  Audience: Cohort I and II programs (Group A)			Working Together, Using Data, Setting Goals with Regional Specialists  Audience: Cohort I and II programs (Group B)			Are the Standards Developmentally Appropriate? From MELS to the CCSS, Part 2 with Lucy Hart-Paulson  Audience: Kindergarten	

### Day 2 - Tuesday July 12

	Governor	Executive	Judicial	Legislative	Capitol	State	Gallery	Natatorium	Lewis
8:00-8:30	Morning Meet and Greet								
	Cohort I, II, and III staff should attend the session in section 1 that best fits their curriculum needs.								
Section 1 8:30-11:45	OWL Curriculum Level 1: Introduction to Opening Worlds of Learning (OWL) with Carrie Cole  Break- 10:00 to 10:15  Audience: Program staff using the OWL Curriculum for less than one year or who have had little to no implementation training.  Cohort I, II, & III	OWL Curriculum Level 2: Connecting Curricular Components to the Assessments with Danielle Miller  Audience: Program staff using the OWL Curriculum for more than one year, who have a foundational understanding of the curricular components.  Cohort I, II, & III	Creative Curriculum Level 1: Start the Year off Strong! Introduction to the Creative Curriculum Resources with Marc Parks  Audience: Program staff using Creative Curriculum for less than one year or who have had little to no implementation training.  Cohort I, II, & III		Creative Curriculum Level 2: Creative Curriculum and the Teaching Strategies GOLD Assessment Cycle: Working Together to Improve Child Outcomes with Maureen Kampfe  Audience: Program staff using Creative Curriculum for more than one year, who have a foundational understanding of the curricular components. This session will focus on linking assessment and curriculum.  Cohort I, II, & III		Pyramid Leadership Module Part II with Rob Corso and September Gerety  Audience: Leadership	ABC to XYZ: What the Research Says about Learning Letters and Teaching Them with Lucy Hart-Paulson.  Audience: Kindergarten	
11:45-1:00	Lunch								
Section 2 1:00-4:00		Managing and Implementing High Quality Learning Centers in the OWL Classroom with Danielle Miller  Audience: OWL users not needing an Introduction to CLASS.  Cohort I & II	Introduction to CLASS with Courtney Pfeiffer, Teachstone  Audience: Cohort III and participants unfamiliar with the specific indicators measured by the CLASS tool would benefit from attending this session.  Cohort I, II, & III		Creative Curriculum Studies, Inquiry-Based Learning with Maureen Kampfe  Audience: Creative Curriculum users not needing an Introduction to CLASS.  Cohort I & II		Pyramid Leadership Module Part II with Rob Corso and September Gerety  Audience: Leadership	Utilizing your core program to differentiation instruction with Tina Pelitter  Audience: Kindergarten	Phonological Awareness: Definitions to Practical Application with Danielle M. Thompson & Craig Bucher  Audience: Kindergarten

## 2016 Summer Institute Agenda

Session Descriptions, Presenters, Rooms and Times

Strands:	Leadership	Instruction	Assessment	Child Guidance	Learning Environments	Family & Community Engagement
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### Day 3 - Wednesday July 13

	Executive	Judicial	Legislative	Capitol	State	Gallery	Lewis	Clark	Natatorium	Montana	Governor	Helena
<b>Section 1</b> 8:30-10:15	Oral Language Development: Making a Meaningful Difference with Carrie Cole	Community Engagement 101: How to build lasting, trusting relationships with Deb Halliday & Laurie Bishop	A Team-Based Approach to Creating a Language-Rich Classroom Environment with Troy Knight	Conscious Discipline Transformational process with Angela Fraley	READY! for Kindergarten®—Targets, Tools, and Training For Families With Children Birth To Age 5 with Lynn Fielding & Linda Vinson	Nurturing the Growth Mindset with Kim Penn	Project Based Learning through Science with Stephanie Lester	Early Childhood Behavior Tools, Setting Children Up to be Successful with Danielle Miller	Getting the Most out of your Learning Environment with GFPS Staff	The Power of Effective Feedback: Using CLASS Observations as a Catalyst for Professional Growth with Courtney Pfeiffer	Getting to Know the MPDG Assessments and Assessment Team – A Question and Answer Session for NEW Programs or Staff with Chris DeWald	The CACFP for Preschool Grantees' with Mary Musil
<b>Break</b>												
<b>Section 2</b> 10:30-12:15	Show Me What to Do Part I with Johanna Berry Wasser	Vocabulary Instruction: Creating High Quality Storage with Danielle Thompson	Interactive Storybook Reading with Craig Buscher	All That I Know is What I Have Words For: Building Oral Language Development in Young Children with Marybeth Flachbart	READY! for Kindergarten®—Targets, Tools, and Training For Families With Children Birth To Age 5 with Lynn Fielding & Linda Vinson	Making Connections: Developing Oral Language Routines to Support Phonemic Awareness and Phonics Instruction with Bobbie Osterbasan	Overview of What It Takes to Develop Positive Behavior Support Systems in Early Childhood through the MBI with Amy Foster Wollmer and Sandy Elmore	Differentiating for Every Learner with Danielle Miller	Instructional Rounds with Dian Prestwich	The Power of Effective Feedback: Using CLASS Observations as a Catalyst for Professional Growth with Courtney Pfeiffer	Getting to Know the MPDG Assessments and Assessment Team – A Question and Answer Session for RETURNING Programs or Staff with Chris DeWald	The Role of the Family Engagement Coordinator with Sandy Cade
<b>Lunch</b>												
<b>Section 3</b> 1:30-3:15	Show Me What to Do Part 2 with Johanna Berry Wasser	How are Montana Communities Expanding Preschool? Lessons from the GMM-Early Learning Roadmap with Deb Halliday & Laurie Bishop	Ins and Outs of Alphabet Instruction with Craig Buscher	I Love You Rituals and Connection Activities with Angela Fraley	Do you hear what I hear? Phonological Awareness for Reading Success! With Tina Pelletier	Picture This! Creating a Learning Environment that Foster Procedures and Independence with Bobbie Osterbasan	Understanding the Power of Guidance: It's a Win/Win for Both Children and Adults with Stephanie Lester	Read-Aloud Revival with Kim Penn	The Magic Sauce in Leadership with Debra Scheffel	Why Walkthroughs Matter with Jennifer Darlington	Introduction to DIAL-4 for New MPDG Programs with Chris DeWald	Picture Book Palooza with Maureen Kampfe

### Day 4 - Thursday July 14

	Executive	Judicial	Legislative	Capitol	State	Gallery	Lewis	Clark	Natatorium	Montana	Governor	Helena
<b>Section 1</b> 8:30-10:15	Developing Enticing Science Centers with Julie Bullard	Supporting our Children "Cradle to Career": Connecting the dots through collective impact with Deb Halliday & Laurie Bishop	Addressing Challenging Behaviors Part I with Johanna Berry Wasser	Stressed? CD Whales you Wellness with Angela Fraley	Fostering Movement all day session (1 credit option) with Megan Chislen	Promoting Pro-social Behavior with Denise Malley	Developmentally Appropriate, Intentional, and Engaging Learning Environments = Success with Stephanie Lester	Teaching Friendship and Problem Solving Skills with September Genety	Program Collaboration with Libby Taam	CLASS Instructional Support: An Introduction to Improvement Strategies, Part 1 with Courtney Pfeiffer	Other	Understanding Poverty and How It Relates to Your Students with Anne Tanner
<b>Break</b>												
<b>Section 2</b> 10:30-12:15	Developing "Rich" Early Learning Environments with Julie Bullard	Transforming the Supply List in Rich Learning Interactions: Supporting Creative Curriculum studies through the Environment with Jill Christensen	Addressing Challenging Behaviors Part II with Johanna Berry Wasser	What does Conscious Discipline Look Like? Part 1 with Angela Fraley	Fostering Movement all day session (1 credit option) with Megan Chislen	Did You Forget the Numbers? Integrating Math and Cognition skills Into Everyday Learning with Marcel Perks	Dr. Weiss and Mother Goose is Where it all Begins with Susan Nieter	Family Engagement Integral Part of Success with Steve Wellington	Preschool: A Great Place to BEE with GFPS Staff	CLASS Instructional Support: An Introduction to Improvement Strategies, Part 2 with Courtney Pfeiffer	Other	What Program Leadership Needs to Know to Work with LEP students with Natalie Hawks
<b>Lunch</b>												
<b>Section 3</b> 1:30-3:15	Get In There and Coach! Helping Preschool Teachers Reach Their Full Potential with Carrie Cole	RTI in the Preschool Classroom with Kim Johnson	Incorporating Indian Education For All in the Early Childhood Classroom with Anne Tanner	What does Conscious Discipline Look Like? Part 2 with Angela Fraley	Fostering Movement all day session (1 credit option) with Megan Chislen	Meeting the Challenge/Challenging Behavior with Denise Malley	Culturally Proficient Family Engagement with Karen Herrera-Joseph	Strategies for Effective Family Engagement in Supporting Positive Behaviors with September Genety	Empty	Unpacking the MT Preschool Self-Assessment with Jill Christensen and Terri Barclay	Other	What Teaching Staff Need to Know to Work with LEP students with Natalie Hawks

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

Employee Name: Toni T. Tasey Employee #: \_\_\_\_\_  
Building: K.W. Vana Substitute Name: \_\_\_\_\_

**LEAVE REPORT**

Date of Leave	Hours	Type of Leave
<u>July 11-14</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 (Master Contract)	ALWD Approved Leave w/o Pay (Holiday/School Break)
SL Sick Leave	JD Jury Duty (Attach Documentation)	UNWD Unapproved Leave w/o Pay
EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended with Pay
	FN Funeral	SWOP Suspended with opt Pay

\*\*\*If Taking Extra-Curricular/School Related Leave From A District You MUST Fill Out The Bottom\*\*\*

**TRAVEL REQUEST (EX/SR-Fill out the Conference Name/Location Only)**

Conference Name/Meeting/Activity: MPDG Summer Institute

Location: Helenas Mt

Departure Date: July 10, 2016 Return Date: July 14, 2016

Departure Time: 3:00 pm Return Time: 7:00 pm

Transportation: ☐ District Vehicle Per Diem 4 days @ \$35 + \$15 Supper = \$155.00

☒ Personal Vehicle ..... Mileage 344 @ .54 = 92.88

\*\*\*\*\*The Following Forms must be attached or your travel will be sent back to you as incomplete\*\*\*\*\*

☒ Professional Development Form

☐ Hotel Confirmation ..... Purchase Order Number \_\_\_\_\_

☐ Airline Itinerary ..... Purchase Order Number \_\_\_\_\_

☐ Conference Schedule/Registration ..... Purchase Order Number \_\_\_\_\_

Subtotal = \_\_\_\_\_

BUDGET: 126,900.22 13,582 (75 %) \$ 185.91  
226 — 582 (25 %) \$ 61.97

Check Total \$ 247.88

Employee Signature: Toni M. Tasey Date: 6-16-16

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

Superintendent Signature: J. P. Ror Date: 6-16-16

(Signature Required) White - Payroll Yellow - Accounts Payable Pink - Employee Goldenrod - School/Title [RQ]



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

Employee Name: Cornina Guardipee-Hall Employee #: \_\_\_\_\_

Building: KW Vena Substitute Name: \_\_\_\_\_

**LEAVE REPORT**

Date of Leave	Hours	Type of Leave
<u>July 11-14</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 (Master Contract)	ALWO Approved Leave w/o Pay (Holiday/School Break)
SL Sick Leave	JD Jury Duty (Attach Documentation)	ULWO Unapproved Leave w/o Pay
EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended with Pay
	FN Funeral	SWOP Suspended with out Pay

**\*\*\*If Taking Extra-Curricular/School Related Leave, Even If In-District You MUST Fill Out The Bottom\*\*\***

**TRAVEL REQUEST (EX/SR-Fill out the Conference Name/Location Only)**

Conference Name/Meeting/Activity: MPDG Summer Institute

Location: Hellena, Mt

Departure Date: July 10, 2016 Return Date: July 14, 2016

Departure Time: 3:00 pm Return Time: 7:00 pm

Transportation: ☐ District Vehicle Per Diem 4 days @ \$35.15 = 155.00

☒ Personal Vehicle • • • • • Mileage 344 @ .54 = 92.88

\*\*\*\*\*The Following Forms must be attached or your travel will be sent back to you as incomplete\*\*\*\*\*

☒ Professional Development Form

☐ Hotel Confirmation • • • • • Purchase Order Number \_\_\_\_\_

☐ Airline Itinerary • • • • • Purchase Order Number \_\_\_\_\_

☐ Conference Schedule/Registration • • • • • Purchase Order Number \_\_\_\_\_

BUDGET: 126.90.100.2213.582 (75 %) \$18591  
22 — 582 (25 %) \$ 61.97

Subtotal  
**Check Total 247.88**

Employee Signature: Cornina Guardipee-Hall Date: \_\_\_\_\_

Principal/Supervisor: Wendy Tuttle Date: 6-16-16

Superintendent Signature: J. L. Ra Date: 6-16-16

(Signature Required) White - Payroll Yellow - Accounts Payable Pink - Employee Goldenrod - School/Site **801**