



Montana GEAR UP Fall 2009 Supported Professional Development Opportunities

Opportunity	Date - Location	Sponsor	Interest/Topic	GEAR UP Support	For More Information
Montana GEAR UP Fall Conference Local team (Administrator, Counselor, and Liaison) must attend; teachers & other staff strongly encouraged	September 14-15 Helena	Montana GEAR UP	Speakers, resources, and best practices to prepare your students for success in high school and postsecondary education. Keynote Speakers are Denise Juneau, Superintendent of Public Instruction & Greg Evans, Executive Director of Seeds Training.	Sponsor up to 6 staff from each GU middle school & each GU high school.	Jessie Salisbury jsalisbury@montana.edu (406) 444-0056 To register: www.gearup.mus.edu
National Training for Counselors and Mentors (NT4CM)	September 16 Helena	Montana College Access Network (MCAN)	Free training program designed to provide counselors and mentors with information and materials that will help them more effectively advise students and their families about how to prepare financially for college.	All GEAR UP middle and high school counselors and GEAR UP liaisons.	Kelly Chapman kchapman@safmt.org (406) 495-7390
Career & College Readiness Workshops (formerly ACT Educator Workshops)	September 17 Billings September 23 Kalispell	ACT	Newly redesigned College and Career Readiness Workshops where the focus will be on improving every student's college and career readiness. Gain an understanding of how ACT tools can provide the information and data schools and districts need to support the success of every student.	Sponsor up to 2 from each GU high school to nearest site. For high school teachers, counselors and liaisons.	To register: www.act.org/ccrw/index.html Other questions: John Lowe John.Lowe@act.org (303) 337-3273
GEAR UP Northwest Regional Conference	October 4-6 Spokane, WA	NW Regional GEAR UP	Speakers, resources, and best practices from the Pacific Northwest to prepare your students for success in high school and postsecondary education.	Sponsor 12 liaisons, counselors, administrators or teachers by application.	Jessie Salisbury jsalisbury@montana.edu (406) 444-0056 Application available at: www.gearup.mus.edu
<i>Follow the Literacy Road</i> Montana State Reading Conference	October 15-16 Billings	MSRA	Workshops covering reading instruction, reading assessment, literacy coaching, vocabulary help, reading methods, and more.	Sponsor liaison, teacher & counselor from each GU middle school & each GU high school to nearest site.	Joanne King joannempk@msn.com Website: http://www.montanareads.org
Montana Counselor Updates	November: Dates TBA	MPSEOC	Annual updates from each Montana college and university.	Sponsor liaison & counselor from each GU middle school & each GU high school to nearest site.	Amy Leary amy.leary@montanacolleges.com (406) 531-3531
Regional EXPLORE & PLAN Training	December: Dates TBA	ACT	Information on how to use test results for student interest and skill identification, course planning, curriculum development, and more.	Sponsor up to 10 from each GU middle school & each GU high school to nearest site.	Jessie Salisbury jsalisbury@montana.edu (406) 444-0056

Reminder: Montana GEAR UP will reimburse mileage for one vehicle per every 3 school participants.



Montana GEAR UP-Supported Professional Development Guidelines
Refer to the Technical Assistance Manual (TAM) 2.1 - 2.6.1.2 & 7.1.1 - 7.3.1

1. Follow your school policies for approval of professional development. School administrator approval is required before registering for GEAR UP-supported professional development opportunities. It is important to balance professional development participation with school responsibilities.
2. Complete the necessary registration forms specific to the professional development opportunity you wish to attend. Montana GEAR UP will not reimburse for late registration fees.
3. You or your school district will pay for any initial costs and submit appropriate forms for reimbursement to Montana GEAR UP once the event is complete. Montana GEAR UP will reimburse the mileage expenses (at current state rate) of **one vehicle per every three participants**. Lodging will be reimbursed at the current state rate or the hotel conference rate if state rate is unavailable.
4. Attend the professional development opportunity. Keep receipts for registration fees, lodging and other applicable expenses (e.g., airport parking for out of state travel). It is not necessary to keep food or gas receipts.
5. Complete the professional development feedback form available at www.gearup.mus.edu and return it to Jessie Salisbury, Montana GEAR UP Program Coordinator, either as an email attachment to jsalisbury@montana.edu, as a fax to (406) 444-0425, or by mail at PO Box 203201, Helena, MT 59620-3201.
6. **If you are requesting personal reimbursement**, complete the travel reimbursement form available at www.gearup.mus.edu/administration.htm. Submit form with all applicable receipts to Jessie Salisbury.
7. **If your school is requesting reimbursement**, the school should complete the district reimbursement form available at www.gearup.mus.edu/administration.htm. Print on school letterhead and include a description of costs to be reimbursed. Montana GEAR UP will reimburse for the cost of a substitute teacher if needed. Submit the invoice with all applicable receipts to Jessie Salisbury.

All suggestions, questions or concerns regarding professional development or travel reimbursement may be directed to Jessie Salisbury at jsalisbury@montana.edu or (406) 444-0056.