

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/8/16



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: 11/3/16

To: **John Rouse**
 Superintendent

From: John Salois
Title: High School Principal

Subject: **In State Travel: Montana Advisory Council on Indian Education**

Description: Request travel to attend the MACIE Meeting in Helena, MT November 13-14, 2016.

Financial Impact: School Related Leave Only

Funding Source (Budget/grant, etc.): NA

Attachment(s): Leave Request/Meeting Announcement

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

Comments: _____

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



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
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Helena, MT, 59620-2501
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(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

MEMORANDUM

TO: MACIE Members
From: Mandy Smoker Broaddus, Indian Education Administrator
RE: MACIE Meeting
DATE: October 19, 2016

The next MACIE meeting has been scheduled for November 14, 8:00 a.m. – 5:00 p.m. at the Helena Great Northern Hotel, 835 Great Northern Blvd., Helena.

There is a block of rooms for the nights of November 13-14 at the hotel for \$95 plus tax. Please call the hotel at (406) 457-5500 and reference Office of Public Instruction. The block of rooms closes on October 28. You will be reimbursed for your travel expenses as necessary.

If you have agenda items, please send them to Joan Franke at jfranke@mt.gov.

Even if you have previously replied, please return the meeting confirmation form by October 31 to Joan Franke.

MSB:jmf

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 October 14, 2016.

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

Employee Name John Salois
Building High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>Nov. 13-14, 2016</u>	<u>9</u>	<u>School Related Leave Only</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 MACIE Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 11/13/16

Return Date 11/14/16

Departure Time _____

Return Time _____

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = - 0 -
Per Diem _____ = - 0 -

Registration PO# _____ = - 0 -
 Hotel PO# _____ = - 0 -
 Other PO# _____ = - 0 -
 Other PO# _____ = - 0 -

Sub Total - 0 -

Budget _____ (100%) - 0 -

Check Total - 0 -

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____