

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: September 29, 2016



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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:**        September 20, 2016

**To:**            **John Rouse**  
                    Superintendent

**From:**        John Salois  
**Title:**        High School Principal

**Subject:** In State travel to Helena for SRI/math grant conference

**Description:** I am asking for approval to travel to Helena on October 9-11 to attend the SRI/Title I Math grant training.

**Financial Impact:** \$386.88

**Funding Source (Budget/grant, etc.):** High School Administrators Travel 226.60.150.2410.582 (100%) to be reimbursed by SRI grant funds

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

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

**Comments:** \_\_\_\_\_

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

**Title I School Support /SRI Training**

**October 10, 2016**

**Radisson Colonial Inn - Helena**

Meeting Room	8:00 - 8:30 Breakfast and Pastries	8:30-10:30 Keynote Speaker Jim Fitzgerald	10:30-10:45 Break	10:45 - 12:00 Elementary & Secondary Literacy	12:00-1:00 Collaborative SLT Meeting/Lunch Provided	1:00 - 2:15 Elementary & Secondary Literacy	2:15 - 2:30 Break	2:30 - 4:30 Elementary & Secondary Literacy
Ballroom	All Schools	All Schools			All Schools			
Lewis				TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training
Montana				Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework
Legislative/Judicial				IES/SRI Schools		IES/SRI Schools		IES/SRI Schools

Tuesday, October 11, 16

Meeting Room	8:00 - 8:30 Breakfast and Pastries	8:30 - 10:30 Elementary & Secondary Literacy	10:30-10:45 Break	10:45 - 12:00 Elementary & Secondary Literacy	12:00-1:00 Collaborative SLT Meeting Lunch Provided	1:00 - 2:15 Elementary & Secondary Literacy	2:15 - 2:30 Break	2:15 - 3:30 Team Planning Time**
Ballroom	All Schools				All Schools			
Lewis		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training
Montana		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework
Legislative/Judicial		IES/SRI Schools		IES/SRI Schools		IES/SRI Schools		IES/SRI Schools

\*\*Here's What, So What, Now What? Document turned in at the Registration Desk before you leave and pick up Renewal Units

	Elementary Literacy: Ashland Wyola			Secondary Literacy: Great Falls HS Browning HS			SRI Schools: Anaconda HS Browning HS Hardin MS Browning MS	
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BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name John Salois  
Building High School

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

Date of Leave \_\_\_\_\_ Hours \_\_\_\_\_ Type of Leave \_\_\_\_\_  
Oct. 10-11, 2016 16 SR

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 SRI/Title I Math Grant Meeting (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 10/9/16

Return Date 10/11/16

Departure Time 2:00 pm

Return Time 7:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = \$ 0.00  
Per Diem 2 days + supper = \$85.00

Registration PO# \_\_\_\_\_ = \_\_\_\_\_  
 Hotel PO# \_\_\_\_\_ = \$198.88  
 Other PO# \_\_\_\_\_ = \_\_\_\_\_  
 Other PO# \_\_\_\_\_ = \_\_\_\_\_

Sub Total \_\_\_\_\_

Budget 226.60.150.2410.582 (100%) \$85.00  
to be reimbursed by SRI grant funds

**Check Total \$85.00**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_