

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 10, 2022



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: 5/5/22

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

From: Dennis Juneau
Title: Acting Superintendent

Subject: **Travel in State: MSU Educator's Career Fair 2021-2022**

Description: Request travel for John Salois, Jennifer LaFromboise-Wagner, William Huesbch to attend the MSU Teach Montana Career Fair in Bozeman, MT, May 11, 2022.

Financial Impact: \$355.70 ea

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): Travel Request/Notice Letter

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

Comments: _____

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

Montana State University Spring 2022 - Teach Montana Educators' Fair

Wednesday, May 11th 2022, 9:00 am - 3:00 pm MDT

[Bozeman, Montana, United States](#)

Career Fair Description

Please join us for the Montana State University Teach Montana Spring 2022 Career Fair.

This year the Fair is divided into two segments. The first segment was the Virtual Career Fair, held on March 7th, which was hosted to allow you to connect with our Teacher Candidates and recent graduates. This adjustment allowed you early access to our more than 90 graduating seniors, plus alumni.

The second portion of this event will be an In-Person Colloquium, scheduled for May 11th. During this second segment you may attend our Teacher Candidate research poster presentations, network with our Teacher Candidates at the Colloquium, and complete three rounds of speed interviews with our Juniors and Seniors looking for practicum placement and positions in the future.

This fair is offered exclusively to Montana schools so you may recruit our best and brightest!

If you registered for the Virtual Fair in March, there is no additional fee to attendance this event.

However, if you missed the March event, we encourage you to register now for this segment to give you the opportunity to connect with our students.

Admittance of two recruiters is included in your registration. There is an additional fee of \$15 for every additional recruiter.

Please don't hesitate to reach out to Wendy Jackson at Wendy.Jackson2@Montana.edu with any questions you have. We look forward to seeing you!

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>May 10-11, 2022</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 Teach Montana Career Fair (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 5/10/2022 Return Date 5/11/2022

Departure Time 2:00 pm Return Time 9:00pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 440 @ .585÷2 = \$ 128.70

Per Diem 1 dinner @ \$15.00 & 1 day @ 36.00 = \$ 51.00

☒ Registration PO# _____ = \$.00

☒ Hotel PO# _____ = \$176.00

☐ Other PO# _____ = \$.00

☐ Other PO# _____ = \$.00

Sub Total \$355.70

Budget 126.90.160.2316.582 (75 %) \$134.78

226.90.166.2316.582 (25 %) \$ 44.92

Check Total \$179.70

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____