

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 28, 2017



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: June 20, 2017

To: **John Rouse**
 Superintendent

From: Toni Tatsey
Title: KW Vina Principal

Subject: **Instate Travel – MPDG**

Description: Requesting approval for Toni Tatsey and Corrina Guardipee-Hall to attend the Montana Preschool Development Grant Summer Institute Conference August 6, thru 10, 2017 in Helena Montana.

Financial Impact: \$ 1,285.24

Funding Source: 115.05.465.1700.582.180

Attachment(s): Leave slip, Travel Requests, Conference Agenda, and PD Goals

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

Comments: _____

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

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

Employee Name Sample Travel Request
Building K. W. Bergan/Vina Chattin

Employee #**11943**
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>08/6/2017 - 08/10/2017</u>	<u>35</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 Montana Preschool Development Grant Conference (Attach Brochure/Agenda)

Location Radisson Hotel, Helena Montana

Departure Date 08/6/2017

Return Date 08/10/2017

Departure Time 3:00 pm

Return Time 6:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 172 @ 0.535 = \$ 92.02

Per Diem 4 days @ 35.00 = \$ 140.00

Registration PO# TBA = \$ 0.00
 Hotel PO# TBA = \$ 410.60
 Other PO# _____ = \$ - 0.00 -
 Other PO# _____ = \$ - 0.00 -

Sub Total \$ 0.00

Budget 115.05.465.1700.582.180 (100 %) \$642.62
 (%) _____

Check Total \$232.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____