

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 03/07/17



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: 2/27/17

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: **Montana School Board Association "Hot Topics" Employment Seminar**

Description: Jason Andreas, Executive Director for HR, is requesting approval to travel in state to the MTSBA Hot Topics Employment Seminar in Helena, MT on April 17-18, 2017.

Financial Impact: \$377.65

Funding Source (Budget/grant, etc.): Human Resource 75%/25% 126/226.90.100.2216.582

Attachment(s): Agenda Request, Meeting Notice, Travel Request

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

Comments: _____

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



Training
sponsored
with:



"Hot Topic" Employment Seminar

April 18, 2017

8:30 a.m. - 4:00 p.m.

Montana School Boards Association

Helena, MT

863 Great Northern Blvd.

4th Floor Conference Room

MTSUIP members attend for FREE and there is no limit on the number of individuals attending per member school district. All non-MTSUIP members will be charged \$125 early registration fee per participant or \$150 onsite registration fee per participant. Space is limited and will be capped when capacity is reached.

Best Western Premier Helena Great Northern Hotel \$136.00 + tax

835 Great Northern Blvd

406.457.5500

MTSBA's Cancellation, No Show and Onsite Registration Policy:

- If you register and later cancel, either in writing or via email with receipt of such email confirmed in a reply from Carol Will (cwill@mtsba.org) of MTSBA, on or before 5 business days (Saturdays and Sundays excluded) before the workshop:

your registration fee will be refunded less a \$25 administrative fee if you prepaid; or

- you will be charged a \$25 administrative fee and your District will be charged accordingly.

- A cancellation notice received after the above referenced deadline and/or any no show is **not eligible for a refund or will be charged the full membership fee**, regardless of the underlying reason. No shows will be charged \$25 for a member benefit event.

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

Employee Name Jason Andreas
Building Administration

Employee #10069
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/17/17 - 4/18/17</u>	<u>10</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 MTSBA Employment Seminar (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/17/17

Return Date 4/18/17

Departure Time 3:00 pm

Return Time 8:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 @ .535 = \$ 184.04
Per Diem 1day @ \$35 + 1 meal @ \$12.00 = \$ 47.00

Registration PO# _____ = \$ - 0.00 -
 Hotel PO# Being Processed = \$ 141.61
 Other PO# _____ = \$ - 0.00 -
 Other PO# _____ Luggage = \$ - 0.00 -
Sub Total \$ 372.65

Budget 126.90.100.2216.582 (75 %) \$173.28
226.90.100.2216.582 (25 %) \$ 57.76

Check Total \$231.04

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____