

**Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/31/14**



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: 7/25/14

To: Board of Trustees
Browning Public Schools

From: John Rouse _____
Title: Superintendent

Subject: In State Travel - Montana Conference of Educational Leadership

Description: Request approval for Board of Trustees and John Rouse to attend the MCEL Conference, October 19-21, 2016 in Billings, MT.

Financial Impact: \$ 695.44 ea (Per Diem \$120.00; Mileage \$373.68÷2; Lodging \$196.60; Reg \$192.00)

Funding Source/Budget: Costs to be allocated to each appropriate budget.

Attachment(s): Leave-Travel Request/Conference Agenda

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

Comments: _____

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

MCEL

Montana Conference of Education Leadership

October 19-21, 2016 - Billings, Montana

The education partners, MASBO, MREA, MTSBA, and SAM have an exciting list of keynote speakers arranged this year. Make sure to check the MCEL website for the most up-to-date information on the conference. Early Bird Registration fees: \$250.00 Members/\$350.00 Non-Members/\$150.00 Interns – up through July 31.

Association Board of Director Meetings – WEDNESDAY, OCTOBER 19, 2016

8:00 am – 10:00 am	MTSUIP Board Meeting w/Breakfast
8:00 am – 10:00 am	WCRRP Board Meeting w/Breakfast
10:00 am – 12:30 pm	SAM Board Meeting w/Lunch
10:00 am – 12:30 pm	MASBO Board Meeting w/Lunch
10:15 am – 12:30 pm	MTSBA Board Meeting w/Lunch
12:00 pm – 1:00 pm	IISM Board Meeting w/Lunch

WEDNESDAY, OCTOBER 19, 2016

9:00 am – 5:00 pm	Registration – Radisson
1:00 pm – 5:00 pm	School Law Pre-Conference Session
2:55 pm – 3:10 pm	Break
5:00 pm – 6:00 pm	MQEC Meeting

THURSDAY, OCTOBER 20, 2016

7:30 am – 5:00 pm	Registration – Radisson
7:30 am – 8:00 am	Continental Breakfast, Montana Convention Center
8:00 am – 9:00 am	Presentation of Flag & Awards Ceremony
9:00 am – 9:15 am	Break
9:15 am – 10:30 am	Opening General Session, Montana Convention Center
10:40 am – 11:30 am	Clinic Sessions I
11:45 am – 1:00 pm	Strolling Lunch, Montana Convention Center OR Lunch on your own
1:10 pm – 2:00 pm	Clinic Sessions II
2:10 pm – 3:00 pm	Clinic Sessions III
3:10 pm – 4:00 pm	Break - with exhibitors, Montana Convention Center
** 3:30 pm	Exhibitor Drawings
4:00 pm – 5:00 pm	MTSBA Regional Director Meetings/ SAM Business Meeting/ MASBO Membership Meeting
5:00 pm – 6:00 pm	Indian School Board Caucus Board Meeting
5:00 pm – 7:00 pm	University Alumni Receptions (MSU & UM)
7:00 pm – 9:30 pm	MREA & MCS Reception – Everyone Welcome - Radisson Lobby

FRIDAY, OCTOBER 21, 2016

7:30 am – 11:00 am	Registration – Radisson
7:30 am – 8:30 am	MTSUIP/WCRRP Membership Meeting and Breakfast
8:30 am – 10:30 am	MTSBA Annual Business Meeting - Trustees
8:40 am – 9:30 am	Clinic Sessions IV
9:40 am – 10:30 am	Clinic Sessions V
10:40 am – 12:00 pm	Closing General Session, Montana Convention Center
12:10 pm – 1:00 pm	MTSBA Board Meeting

Schedule subject to change 4/25/16

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name _____

Employee # _____

Building _____

Substitute Name NA _____

Date of Leave

Hours

Type of Leave

10/19-10/21, 2016

24 hrs

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
 SL Sick Leave
 *EX/SR Extra-Curricular/School Related

PL Personal Leave
 JD Jury Duty (attach verification)
 NG National Guard
 FN Funeral _____
 (Master Contract) Relationship

ALWO Approved Leave W/O Pay
 ULWO Unapproved Leave w/o Pay
 SWP Suspended w/Pay
 SWOP Suspended w/o Pay

***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 Name/Meeting/Activity MCEL

Location Billings, MT (Attach documentation for Hotel, Airlines & Conference Agenda)

Departure Date 10/18/16

Return Date 10/21/16

Departure Time 1:00 p.m.

Return Time 7:00 p.m.

Transportation: District Vehicle

Per Diem 3 days + \$15 = \$120.00

Personal Vehicle

Mileage 692 ÷ 2 (373.68) .54 = \$186.84

Attachments: Professional Development Form

Hotel Confirmation Purchase Order # _____ = \$196.60

Airline Itinerary Purchase Order # _____ = _____

Conference Schedule/Registration..... Purchase Order # _____ = \$192.00

SUBTOTAL \$680.44

BUDGET 126.90.160.2321.582 (75%) \$230.13

CHECK TOTAL \$306.84

226.90.160.2321.582 (25%) \$ 76.71

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____