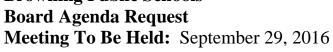
# **Browning Public Schools**





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<b>Recognition:</b> Students	Staff	Parents		
Information: Building Report	Old Business	Superintendent's Report		
Action: Resignation	Hiring	Contract Service Agreements		
☐ Travel Out-of-State		Approvals		
Termination	Legal Matters	Other:		
This action request pertains to	Elementary (only)	High School/District Wide		
Date: September 20, 2016				
To: John Rouse Superintendent	From: Tonia Tatsey Title: KW-VC Principal			
Subject: Instate Travel - MCEL				
<b>Description:</b> Request approval for Tonia Tatsey and Corrina Guardipee to attend the Montana Conference of Education Leadership Conference (MCEL) October 19, 20, & 21, 2016 in Billings, Mt.				
Financial Impact: \$852.00				
Funding Source (Budget/grant, etc): Administrators Travel Budget 126.10.120.2410.582				
Attachment(s): Leave-Travel Request/Conference Agenda				
Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)				
Comments:				
<b>Board Action:</b> N/A (Info) A	pproved Denied	Tabled to:		



## Collaboration is the Glue that holds G.R.E.A.T. together

Governed by Elected Trustees

Responsive to the needs of each Community

Excellent, Efficient, Equitable, and Empowered

Adapting and Innovating to Advance Student Achievement for Each Child in Montana's Public Schools

**T**rusted through Transparency and Openness

## October 19-21, 2016 -Billings, Montana

#### Association Board of Director Meeting – Wednesday, October 19:

8:00 am - 10:00 am
8:00 am - 10:00 am
WCRRP Board Meeting w/Breakfast
WCRRP Board Meeting w/Breakfast
WCRRP 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

# BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Building	Employee #10446 Substitute Name		
LEAVE REPORT  Date of Leave  October 19-21	<u>Hours</u> <u>18</u>	Type of Leave SR	
Employee Signature	Date		
☐ Approved; Condition upon the specific le	ave being available for the specific	c employee Not Approved	
Principal/Supervisor	Date		
SL Sick Leave JD *EX/SR Extra-Curricular/School Related NG	Personal Leave Jury Duty (attach verification) National Guard 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 or			
TRAVEL REQUEST (If receiving payment f			
Conference Name/Meeting/Activity 201	•	re form completery)	
Location Billings, MT (Attach docume Departure Date 10/19/16  Departure Time 2:00 pm		21/16	
Transportation: ☐ District Vehicle ☐ Personal Vehicle Attachments: ☐ District Vehicle ☐ Personal Vehicle	Mileage 6	dys @ \$35+\$15S = 85.00 692 ÷ 2 @ .54 =186.84	
Airline Itinerary	Purchase Control Purcha	Order #	
BUDGET 126.10.120.2410.582 (100 %) \$	\$271.84 C	CHECK TOTAL \$271.84	
Employee Signature		Date	
Principal/Supervisor		Date	
Superintendent Signature		Date	