

**Browning Public Schools**  
**Board Agenda Request**  
**Meeting To Be Held: September 29, 2016**



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input checked="" type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide	

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**Date:** September 20, 2016

**To:** **John Rouse**  
Superintendent

**From:** Tonia Tatsey  
**Title:** KW-VC Principal

**Subject:** **Instate Travel - MCEL**

**Description:** 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:** \_\_\_\_\_

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**Board Action:**  N/A (Info)  Approved  Denied  Tabled to: \_\_\_\_\_



Montana Conference of Education Leadership

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

**G**overned by Elected Trustees

**R**esponsive to the needs of each Community

**E**xcellent, Efficient, Equitable, and Empowered

**A**dapting 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 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 HSM 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**

Employee Name Sample Request  
Building \_\_\_\_\_

Employee #10446  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<b><u>Date of Leave</u></b>	<b><u>Hours</u></b>	<b><u>Type of Leave</u></b>
<u>October 19-21</u>	<u>18</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 Name/Meeting/Activity 2016-2017 MCEL Conference

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

Departure Date 10/19/16 Return Date 10/21/16

Departure Time 2:00 pm Return Time 7 pm

Transportation:  District Vehicle Per Diem 2 dys @ \$35+\$15S = 85.00  
 Personal Vehicle Mileage 692 ÷ 2 @ .54 = 186.84

Attachments:  Professional Development Form  
 Hotel Confirmation ..... Purchase Order # 20784 = 205.17  
 Airline Itinerary ..... Purchase Order # \_\_\_\_\_ = \_\_\_\_\_  
 Conference Schedule/Registration..... Purchase Order # 20781 = 375.00

**SUBTOTAL \$852.00**

BUDGET 126.10.120.2410.582 ( 100 %) \$271.84  
 ( \_\_\_\_\_ %) \$ \_\_\_\_\_

**CHECK TOTAL \$271.84**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_