

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/26/16



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: 10/19/16

To: **Board of Trustees**
 Browning Public Schools

From: Jill Mattingly
Title: Special Services Director

Subject: **Travel to Special Olympics for the State Basketball Tournament, Helena, MT**

Description: To help chaperone the students with Special Needs at the Special Olympics State Basketball Tournament, Helena, MT

Financial Impact: \$ 358.96

Funding Source (Budget/grant, etc.): 115-76-456-2490-582-607

Attachment(s): Special Olympics Calendar of Events

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

Comments: _____

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

Special Olympics

STATE **2016** BASKETBALL TOURNAMENT



November 10-12, 2016
Helena, MT

Contact

Scott Held
Sports Logistics Manager
Phone: (406) 216-5327 x.118
Email: SHeld@somt.org

Calendar of Events for November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 NFL Raffle Ticket Sales	31 NFL Raffle Ticket Sales	1 NFL Raffle Ticket Sales	2 NFL Raffle Ticket Sales	3 NFL Raffle Ticket Sales	4 NFL Raffle Ticket Sales	5 NFL Raffle Ticket Sales
6 NFL Raffle Ticket Sales	7 NFL Raffle Ticket Sales SEAR: Area Management Team Meeting	8 NFL Raffle Ticket Sales	9 NFL Raffle Ticket Sales	10 NFL Raffle Ticket Sales State Basketball Tournament YVAR: Area Management Team Mtg	11 NFL Raffle Ticket Sales State Basketball Tournament	12 NFL Raffle Ticket Sales State Basketball Tournament
13 NFL Raffle Ticket Sales CRAR AMT Meeting	14 NFL Raffle Ticket Sales	15	16 BSAR: Area Management Team Meeting	17	18	19
20	21	22 CTAR: Area Management Team Meeting	23	24	25	26 SubZero SuperHero Plunge
27	28	29	30	1	2 Miles City Polar Plunge Great Falls Polar Plunge	3 Billings Polar Plunge

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

Employee Name Jill Mattingly
Building Special Services

Employee #12045
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/10,11 &12/2016</u>	<u>14 Hours</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 Special Olympics State Basketball Tournament 2016 **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 11/10/16

Return Date 11/12/16

Departure Time 10:00 am

Return Time 6:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 RT @ \$0.54 = \$185.76

Per Diem N/A = \$

Registration PO# N/A = \$

Hotel PO# _____ = \$173.20

Other PO# _____ = \$

Other PO# _____ = \$

Sub Total \$358.96

Budget #115-76-456-2490-582-607 (100 %) \$358.96
 _____ (%)

Check Total 185.76

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____