

**Browning Public Schools**  
**Board Agenda Request**  
**Meeting To Be Held:** September 13, 2016



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**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

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**Date:** September 6, 2016

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

**From:** John Salois  
**Title:** High School Principal

**Subject:** Instate Travel - MCEL

**Description:** Request approval for John Salois and Kari McKay to attend the Montana Conference of Education Leadership Conference (MCEL) October 19, 20, & 21, 2016 in Billings, Mt.

**Financial Impact:** \$716.91

**Funding Source (Budget/grant, etc):** Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

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



**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 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**

Employee Name \_\_\_\_\_

Employee # 10446

Building \_\_\_\_\_

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

**Date of Leave**

October 19-21

**Hours**

18

**Type of Leave**

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 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

☒ Personal Vehicle

Per Diem 2 dys @ \$35+\$15S = 85.00

Mileage 692 ÷ 2 @ .54 = 186.84

Attachments: ☒ Professional Development Form

☒ Hotel Confirmation ..... Purchase Order # 20784 = 170.07

☐ Airline Itinerary ..... Purchase Order # \_\_\_\_\_ = \_\_\_\_\_

☒ Conference Schedule/Registration..... Purchase Order # 20781 = 275.00

**SUBTOTAL \$716.91**

**BUDGET** 226.60.150.2410.582 ( **100 %** ) \$ 271.81

**CHECK TOTAL \$271.84**

( \_\_\_\_\_ %) \$ \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_