

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 9, 2019



Recognition: Students Staff Parents

Information: Building Report Old Business Superintendent's Report

Action: Resignations 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: April 2, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: In-state travel: MSU Montana Educator's Fair

Description: Request travel for Billie Jo Juneau, Sicily Bird, Matthew Johnson and John Salois to attend the Montana State University Teach Montana Educator's Fair April 24, 2019 in Bozeman, MT.

Financial Impact: \$631.37 ea

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

Attachment(s): Travel Request, Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



March 22, 2019

Browning Public Schools
PO Box 610 Browning,
MT 59417

MSU Career, Internship & Student Employment Services is pleased to again partner with the College of Education, Health & Human Development at Montana State University - Bozeman to bring you the 19th annual *Teach Montana* Educator's Fair.

Scheduled for Wednesday, April 24, 2019 in the Strand Union Building on the campus of Montana State University, the event allows you to connect with Spring graduates in time for your fall recruitment or full-time substitute teacher needs. As always this is a "Montana only event" to ensure Montana school districts have an exclusive opportunity to recruit teaching candidates from Montana State University.

Details of the fair and associated events include:

Wednesday, April 24, 2019

Colloquium Roundtable

- Strand Union Building, Ballroom B, 12:30 p.m. - 2:00 p.m.
- Hosted by College of Education, Health & Human Development
- To participate please contact Tena Versland at tena.versland@montana.edu.

***Teach Montana* Educator's Fair**

- Strand Union Building, SUB 233/235, 2:15 p.m. – 3:45 p.m.

Post-Fair Networking Reception

- Strand Union Building, Ballroom B, 4:00 p.m. – 5:00 p.m.

We hope you'll join us for this event by registering no later than Friday, April 12, 2019. Please indicate if you would like to secure space to conduct on site interviews with candidates you meet at the fair.

Register online at www.HireABobcat.com or you can email, mail or fax the included registration form. Please call 406-994-4353 with any questions or if you need assistance registering. We look forward to seeing you in April!

Career, Internship & Student Employment

177 Strand Union Building
P.O. Box 174180
Bozeman, MT 59717-4180
www.montana.edu/careers

Tel (406) 994-4353
Fax (406) 994-5488
Toll-free 1-877-777-8489

"Our Job Is Your Job"

Kindest Regards,

Erin McCormick, M.Ed
Associate Director
Career, Internship & Student Employment Services

Dr. Tena Versland
Assistant Professor & Program Leader
Education Leadership

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

Employee Name Sample Travel
Building WBH

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>April 23, 2019</u>	<u>8</u>	<u>SR</u>
<u>April 24, 2019</u>	<u>8</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 Educator's Career Fair *(Attach Brochure/Agenda)*

Location Bozeman, MT

Departure Date 4/23/2019

Return Date 4/24/2019

Departure Time 10:00 am

Return Time 6:00pm

Transportation: Personal Vehicle

Mileage 534 @ .58 ÷ 2 = \$154.86

District Vehicle

Per Diem L @ \$12, D @ \$15 & 1 day @ 36.00 = \$ 63.00

Professional Development

Registration PO# = \$155.00

Hotel PO# = \$ 103.65

Other PO# = \$ 0.00

Other PO# = \$ 0.00

Sub Total \$ 631.37

Budget 126.90.160.2317.582 (75 %) \$163.40

226.90.160.2317.582 (25 %) \$ 54.46

Check Total \$217.86

Employee Signature _____

Date

Principal/Supervisor _____

Date

Superintendent Signature _____

Date