

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 3/7/17



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: 3/1/17

To: **John Rouse**
 Superintendent

From: Billie Jo Juneau/John Salois
 Title: BNAS Director/HS Principal

Subject: **In State Travel: Montana Indian Education Association 2017**

Description: Request approval for Matthew Johnson, Kari McKay and Billie Jo Juneau to attend the Montana Indian Education Association (MIEA) in Missoula, MT April 19 – April 21, 2017.

Financial Impact: \$2,104.26 (\$736.42 ea)

Funding Source (Budget/grant, etc.): 115.90.413.2213.582.518 and 126.42.120.2213.582

Attachment(s): Agenda/Travel Request

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

Comments: _____

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



**Montana Indian Education Association
36th Annual Conference
April 19-22, 2017, Missoula, MT**

Schedule-At-A-Glance

<u>WED.</u> April 19 Welcome Reception!	<u>THURS.</u> April 20 Family Bingo!	<u>FRI.</u> April 21 Awards Banquet!	<u>SAT.</u> April 22 Return Home!
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7:00 am		Registration Opens	7:00 a.m. Fun Walk Registration Opens	
8:00 am	Registration Opens (convention center)			
8:30 am		<u>1st General Session</u>	<u>2nd General Session</u>	<u>Round Table</u>
9:00 am	MIEA Board of Directors Meeting			
9:30 am		Keynote Speaker	Keynote Speaker	
10:45 am		Session 1 Workshops	Session 4 Workshops	Travel Home Safely!
11:00 am				MIEA Board of Directors Meeting
12:00 pm	Vendors set up begins	Elders Luncheon		
1:00 pm	MTLP Meeting MACIE Meeting			
1:30 pm		Session 2 <u>Workshops</u>	Registration Ends Session 5 Workshops	
3:00 pm		Session 3 Workshops Registration Ends 4:00 pm	Session 6 Workshops	
6:00 pm	Registration Closes Welcome Reception!	Family Bingo!	Awards Banquet!	

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

Employee Name _____
Building _____

Employee #11760
Substitute Name N/A

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/19/15-4/21/17</u>	<u>19</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 Montana Indian Education Association Conference (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 4/19/17

Return Date 4/22/17

Departure Time 2:00 pm

Return Time 4:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @ .535 /2 = \$109.14
Per Diem 3 days @ \$35 = \$ 105.00

Registration PO# _____ = \$300.00
 Hotel PO# _____ = \$222.28
 Other PO# _____ = _____
 Other PO# _____ Luggage = _____
Sub Total \$ 701.42

Budget 126.42.120.2213.582 (100 %) \$214.14
_____ (_____ %)

Check Total \$214.14

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____