

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 3/13/2018

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: 3/8/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
Title: Human Resources Director

Subject: **In State Travel: Montana State University Billings Career Fair 2018**

Description: Request approval for Emorie Davis Bird, Sicily Bird and Jennifer Wagner to travel to attend the Montana State University Career Fair in Billings, MT on March 27, 2018.

Financial Impact: **\$563.14**

Funding Source (Budget/grant, etc.): **Human Resource 75%/25% 126/226.90.160.2317.582**

Attachment(s): Agenda/ Travel Request

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

Comments: _____

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

Career Fairs

City College Career Fair 2018

Thursday, February 22nd

10 AM-1 PM

City College Health Sciences Building

Attend this event at City College for students earning associate degrees or certificates. Enjoy this opportunity to explore your career & internship options. Dress for an interview, bring your résumé, and join us there!

Students and Alumni: check out this event [via CareerLink](#).

Employers and Vendors: [via CareerLink](#).

Jobs Jamboree

Wednesday, March 21st

Montana Pavilion at MetraPark

Largest job fair in Montana! Over 130 employers

[Click here for more information.](#)

Sponsors: Billings Job Service and JSEC

University Career Fair 2018

Tuesday, March 27th

1 PM-4 PM

Location: MSU Billings Student Union Building

You'll find a wide variety of employers eager to talk to you about current or future openings for full-time and part-time positions, career-building internships, and emerging opportunities in their business/industry. Soon-to-be graduates, this is the perfect opportunity for you!

Students and Alumni: check out this event [via CareerLink](#).

Employers and Vendors: [via CareerLink](#).

Click here for **questions** you should ask at a career fair and use these **strategies** to make the most of the event!



**MSUB Advising &
Career Services**

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Emorie Davis Bird
Building Administration

Employee #13837
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 26 , 2018</u>	<u>4</u>	<u>SR</u>
<u>March 27, 2018</u>	<u>8</u>	<u>SR</u>
<u>March 28, 2018</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

<u>AN</u> Annual	<u>PL</u> Personal Leave	<u>ALWO</u> Approved Leave W/O Pay
<u>SL</u> Sick Leave	<u>JD</u> Jury Duty (attach verification)	<u>ULWO</u> Unapproved Leave w/o Pay
<u>*EX/SR</u> Extra-Curricular/School Related	<u>NG</u> National Guard	<u>SWP</u> Suspended w/Pay
	<u>FN</u> Funeral	<u>SWOP</u> 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 State University-Billings Career Fair (Attach Brochure/Agenda)

Location Billings , MT

Departure Date 03/26/2018

Return Date 03/28/2018

Departure Time 1:00 pm

Return Time 4:00pm

Transportation: ☐ Personal Vehicle
 ☒ District Vehicle
 ☐ Professional Development

Mileage _____ = \$0

Per Diem 1 day @ \$35 + \$15.00D + \$12.00L = \$62.00

☒ **Registration** PO#In process=\$0

☒ **Hotel** PO#In Process= \$ 0

☐ **Other** PO# = \$ - 0.00 -

☐ **Other** PO# = \$ - 0.00 -

Sub Total \$62.00

Budget 126.90.160.2317.582 (75 %) \$
226.90.166.2317.582 (25 %) \$

Check Total \$62.00

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Travel Request
Building N/A

Employee #0
Substitute Name NA

LEAVE REPORT

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Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 692 @ .545/2 = \$188.57

Per Diem 1 day @ \$35 + \$15.00D + \$12.00 = \$62.00

☒ **Registration** PO#In process=\$0

☒ **Hotel** PO#In Process= \$ 0

☐ **Other** PO# = \$ - 0.00 -

☐ **Other** PO# = \$ - 0.00 -

Sub Total \$0.00

Budget 126.90.160.2317.582 (75 %) \$
226.90.166.2317.582 (25 %) \$

Check Total \$250.57

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____