

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/10/2018



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: 03/21/2018

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

From: Wayne Hall
Title: Transportation Supervisor

Subject: In State Travel: Montana Association of Public Transportation Workshop

Description: Request approval for travel to the MAPT Workshops in Great Falls, Mt. from June 20-22, 2018. Other BPS bus drivers will also be attending.

Financial Impact: \$638.43

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for Transportation Department.

Attachment(s): Agenda/Travel Request

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

Comments: _____

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

**2018 MAPT
Conference Agenda
Heritage Inn, Great Falls, MT.**

Wednesday, June 20, 2018

7:00 – 5:00 Registration Open – **Main Ball Room**
8:00 – 5:00 1st Aid / CPR Classes – **Montana/Alberta Rooms** (2-hour block for both classes)
11:30 – 12:00 **Fairgrounds**: Contestants for School Bus Road-e-o can ride the course before the start of the Road-e-o
12:00 – 4:30 **Fairgrounds**: School Bus Road-e-o: Shuttle buses from Heritage to the Fairgrounds start at 11:15
1:00 – 2:30 & 2:45 – 4:15 Distracted Driving for CDL drivers: **Canadian Room** J. Bergeson
1:00 – 3:00 & 3:15 – 5:15 Safety & Emergency Procedures: **Britain Room** D. Kellie
1:00 – 3:00 & 3:15 – 5:15 Operation Lifesaver: **American Room** C. Wheeler
3:05 – 3:15 Break **Main Ball Room**
5:15 Shuttles starts for BBQ - from Heritage Inn to Fairgrounds
5:30 – 6:30 BBQ at **Fairgrounds** I-State
6:30 - 7:30 Vendor Show - **Main Ball Room - Heritage Inn**

Thursday, June 21, 2018

6:00 – 9:00 Registration Open – **Main Ball Room**
6:30 – 7:45 Vendor Breakfast – **Main Ball Room**
8:00 – 9:30, 10:30 – 12:00 Distracted Driving for CDL drivers: **Canadian Room** J. Bergeson
8:00 – 10:15 Performance Reviews: **Britain Room** D. Coughlin
8:00 – 12:30 Supervisor Class: **Montana/Alberta Rooms** D. Rosenthal – B. Kubler Fee Class for Supervisors ONLY
8:00 – 9:00, 9:10 – 10:10, 10:30 – 11:30, 11:40 – 12:40 DMV up-dates: **Missouri Room** P. McJannet
8:00 – 10:00 Operation Lifesaver: **Lewis Room** C. Wheeler
8:00 – 9:00, 9:10 – 10:10, 10:30 – 11:30, 11:40 – 12:40 DEQ informational up-dates: **Russell Room** K. Maki
8:00 – 9:00, 9:10 – 10:10, 10:30 – 11:30, 11:40 – 12:40 Student Management: **Room 200** D. Kellie
9:10 – 10:10, 10:30 – 11:30 Motor Carriers – FMCSA Rules & up-dates: **Room 201** Duane W.
10:10 – 10:30 Break **Main Ball Room**
10:30 – 11:45 What Kids Are NOT Tell Us: **Britain/American Rooms** D. Sperry
10:30 – 11:30, 11:40 – 12:40 Suicide Prevention: **Lewis Room** K. Rosston
10:30 – 11:30, 11:40- 12:40 Lap Should Belt Imp. /Crash Data: **Clark Room** C. Vits
12:45 – 1:30 Lunch **Main Ball Room**
1:45 – 2:45, 2:55– 3:55, 4:15 – 5:15 Topic TBA: **Canadian Room** Jesus Villahermosa
1:45 – 2:45, 2:55– 3:55, 4:15 – 5:15 Harassment: **Britain Room** Denny Coughlin
1:45 – 2:45, 2:55– 3:55, 4:15 – 5:15 Dealing with Difficult People: **American Room** Dan Sperry
3:55 – 4:15 Break **Main Ball Room**
5:30 – 6:00 Bus Driver Assoc. Meeting: **Canadian/Britain Rooms** M. Edwards
5:30 – 6:00 Contractor Assoc. Meeting: **Montana Room** M. Krout
6:00 – 7:15 Awards Dinner: **Main Ball Room**
7:30 – 9:00 Bingo **Main Ball Room**
7:30 -???? Harlow's Hospitality Room will be OPEN

Friday, June 22, 2018

6:30 – 7:45 Breakfast **Main Ball Room**
8:00 – 9:45 Keynote Presentation: **Canadian/Britain/America Rooms** Jesus Villahermosa
9:45 – 10:15 Break **Main Ball Room**
10:15 -12:30 Journey of an American School Bus: **Canadian/Britain/America Rooms** Mark Kendall
12:30 – 1:15 Lunch **Main Ball Room**
1:15 – 2:00 MAPT Business Meeting **Main Ball Room**
2:00 CONFERENCE IS FINISHED – YOU CAN GO HOME NOW!

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Wayne Hall Employee # _____
Building Transportation Dept. Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>06/20/2018</u>	<u>8</u>	<u>SR</u>
<u>06/20/18-06/22/18</u>	<u>24</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 Name/Meeting/Activity Montana Association of Public Transportation
Location Great Falls, MT. **Attach documentation for Hotel, Airlines & Conference Agenda)**

Departure Date 06-20-2018 Return Date 06-22-2018

Departure Time 8am Return Time 5pm

Transportation: ☒ District Vehicle Per Diem 2 days @ \$35 + \$12L=\$ 82.00
☒ Personal Vehicle Mileage 254 @ .54 =\$138.43

Attachments: ☒ Professional Development Form
☒ Hotel Confirmation Purchase Order # _____ =238.00
☐ Airline Itinerary Purchase Order # _____ =
☒ Conference Schedule/Registration..... Purchase Order # _____ =180.00

SUBTOTAL \$638.43

BUDGET 110-96-167-2710-0582 (60 %) \$132.36
210-96-167-2710-0582 (40 %) \$ 88.17

CHECK TOTAL \$220.43

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____