

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/11/19



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: 6/4/19

To: **Corrina Guardipee-Hall ED.S.**
 Superintendent

From: Everett Holm
 Title: Technology Director

Subject: **In state travel to the SAM Delegate Assembly in Helena, MT**

Description: Request travel to attend the SAM Delegate Assembly in Helena, Montana June 13 & 14, 2019 to advocate for K-12 issues and promote Browning issues to SAM such as Pre-K funding for the interim and 67th legislatures.

Financial Impact: \$369.52

Funding Source (Budget/grant, etc.): 126/226-78-162-2220-582

Attachment: Travel Request/Agenda

Comments: _____

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



TO: SAM Delegate Assembly Members – “Delegates”
FROM: Peter Hamilton, SAM President & Rick Duncan, DA Chair
RE: 2019 SAM Delegate Assembly • June 13-14, 2019

The annual SAM Delegate Assembly will be held in Helena at the SAM Office (900 N. Montana Ave., Suite A-4) on Thursday, June 13 and Friday, June 14. On Thursday, June 13th delegates should plan on meeting from 2:30pm – 5:00pm to Caucus with their affiliate members to discuss the current resolutions and to review proposed additional positions/resolutions. This time has proven to be very beneficial in the past. The Caucus meetings are scheduled to take place at the SAM Office; please gather at 2:30pm for instructions. We encourage you to use this time to prepare your affiliate resolutions. SAM Bylaws require all delegates to participate in the Caucus.

If you are new to the Delegate Assembly process, we request you attend the “orientation” from 2:00 – 2:30pm on Thursday, June 13 at the SAM Office. SAM Bylaws require all new delegates participate in the Orientation.

Delegates have been selected by affiliate presidents to represent each affiliate at the Delegate Assembly. **The first name under the affiliate (Steering Committee Member of the Affiliate) will be the person in charge of facilitating the Caucus meeting on Thursday, June 13.**

Continental breakfast will be served on Friday, June 14th – 8:00am – 8:30am at the SAM Office. We will begin the Assembly promptly at 8:30am in the training room of the SAM office and continue until all positions and resolutions have been considered. SAM Delegate Assembly Steering Committee Chair – Rick Duncan, will review the Rules and Procedures, commence the Assembly, and preside over the Assembly meeting. The Assembly will conclude when *all* Positions and Resolutions have been considered (**Agenda**). We anticipate finishing by 1:00pm.

We are extending a special invitation to you to attend the SAM Evening of Excellence, recognizing Montana Educator Award Winners for the past year, scheduled for 6:00 PM on Thursday, June 13! Please RSVP whether you are able to attend this great SAM dinner event at the Best Western Premier Great Northern Hotel by calling the SAM office at 442-2510, or email Kim at: samks@sammt.org by June 5, 2019.

We have a Room Block at the Holiday Inn Express and Suites in Helena for June 12th – 14th at a rate of \$101+tax/night. 3170 N Saunders Ave. (406) 442-7500. **PLEASE BOOK RESERVATIONS NOW. The room block is open until Monday, June 3.**

IT IS EXTREMELY IMPORTANT THAT EACH AFFILIATE BE REPRESENTED BY THEIR DESIGNATED DELEGATES! If you know you will be unable to attend, please notify the SAM office so that an alternate may be advised. SAM Bylaws state ... “an alternate may assume that voting position, in order to maintain the SAM affiliate’s total number of allotted votes, provided the alternate has participated in the Delegate Assembly Caucus and New Delegate Orientation (if applicable)”

If you have any questions concerning the annual SAM Delegate Assembly, please call the SAM office at 442-2510 or email Kirk at: samkm@sammt.org.

PLEASE FEEL FREE TO DRESS COMFORTABLY FOR THIS WORK ASSEMBLY. Shorts, sandals/tennis shoes, collared shirts, etc. are considered appropriate attire.

LINKS: [SAM DA Delegate Packet 2019](#) which includes [Delegate List](#), [Agenda](#), [Order of Business & Rules](#), plus SAM Position and Resolution Recommendations.

All materials are LINKED ON THE SAM WEBSITE (www.sammt.org): [SAM Delegate Assembly](#)

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

Employee Name Everett Holm **Employee #** _____
Building Technology **Substitute Name** NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/13/19</u>	<u>6.0</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 SAM Delegate Assembly in Helena MT **Attach Brochure/Agenda**

Location Helena, MT

Departure Date 6/13/19

Return Date 6/14/19

Departure Time 10:00 a.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 @ .58 = \$ 199.52

Per Diem 1@\$36 + \$9L + \$15S = \$ 60.00

Registration PO# _____ = 0.00

Hotel PO# _____ = \$ 110.10

Other PO# _____ = 0.00

Other PO# _____ = \$ 0.00

Sub Total 369.62

Budget 126.78.162.2220.0582 (75%) \$194.64
226.78.162.2220.0582 (25%) \$ 64.88

Check Total \$ 259.52

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____