

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/18



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: 7/10/18

To **Corrina Guardipee-Hall**
 Superintendent

From: Lynne Keenan
 Title: Director of Child Nutrition

Subject: In State Travel - Cultivating Connections Summit 2018

Description: Request to attend the Cultivating Connections Summit 2018 in Missoula, MT September 13 & 14, 2018.

Financial Impact: \$915.96

Funding Source (Budget/grant, etc.): 112-92-910-3100-582 - 100%

Attachment(s): Travel Request/Agenda Request

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

Comments: _____

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

Day 1 – Thursday, September 13

8:00AM – 6:30PM	Registration & Check-In
8:30AM – 4:30PM	Pre-conference Workshops & Field Trips <i>Optional</i>
5:00PM – 6:00PM	Farm to College Dinner
6:00PM – 7:30PM	Welcome Remarks & Keynote Speaker Anim Steel <i>Doors: 6:00PM</i>

Day 2 – Friday, September 14

7:00AM – 8:00AM	Registration & Check-In
8:00AM – 9:50AM	Welcome & Plenary Session Montana Food Talks and Panel
9:50AM – 10:00AM	Break, Snacks, Transition to Workshops
10:00AM – 10:50AM	Workshop Block 1
11:00AM – 11:50AM	Workshop Block 2
12:00PM – 1:20PM	Lunch and Networking Activity
1:30PM – 2:20PM	Workshop Block 3
2:30PM – 3:30PM	Closing, Goal Setting, and Prize Drawing
4:30PM – 7:00PM	Summit After Party

Learn More & Register

Get more information about the conference and register: www.montana.edu/mtfarmtoschool/summit.html



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

Employee Name Lynne Keenan
Building Child Nutrition

Employee #11478
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/12/18 to</u>	<u>19</u>	<u>SR</u>
<u>9/15/18</u>	<u>(3,8,8)</u>	<u>EX</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 Cultivating Connections Summit 2018 **(Attach Brochure/Agenda)**

Location Missoula, MT

Departure Date 9/12/18

Return Date 9/15/18

Departure Time 2:00pm

Return Time 12:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408x.545 = \$222.36
Per Diem \$35 X 3 = \$105.00

Registration PO# _____ = \$ 60.00
 Hotel PO# _____ = \$528.00
 Other PO# Airfare _____ = \$ 0
 Other PO# Luggage _____ = \$ 0

Sub Total \$ 915.96

Budget 112.92.910.3100.582 (100 %) \$327.36

_____ (_____ %)

Check Total \$327.36

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____