

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 11, 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: September 5, 2018

To: **Board of Trustees**
 School District No. 9

From: **Corrina Guardipee-Hall**
Title: Superintendent

Subject: **In State Travel**

Description: Request travel to attend the 2018 Back-to-School Legal Primer (Kalispell, Missoula or Helena) for the Board of Trustees and Superintendent.

Financial Impact: \$varies

Funding Source (Budget/grant, etc.): varies

Attachment(s): Leave Request/Agenda

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

Comments: _____

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



2018 Back-to-School Legal Primer Agenda

Sponsored by MTSUIP

- | | |
|------------------|--|
| 8:30 – 9:00 am | Registration |
| 9:00 – 10:00 am | Avoiding Conflicts of Interests in Public School Governance: This session will provide an overview of the ethical obligations of school employees and elected school trustees. Presenters will discuss appropriate use of public resources, conflicts of interest, nepotism and how best to handle these issues. |
| 10:00 – 11:15 am | Policy Update: During this session, we will focus on new and refined MTSBA model policies, including annual federal notices, trustee abstention from voting, conflicts of interest, background checks, board vacancies, and policies that promote efficiencies and flexibilities to advance individual student success. |
| 11:15 am – Noon | Student Activities, Discipline and Code of Conduct Reminders: This session will provide a checklist relating to student discipline matters and student activities. |
| Noon – 1:00 pm | Lunch (On your own) |
| 1:00 – 2:00 pm | Pitfalls to Avoid When Handling School Employment Matters: This interactive session will provide examples of personnel issues facing school districts and legal-based guidance for the best way to manage various employment situations. |
| 2:00 – 3:30 pm | Complying with Montana’s Open Meeting Law: This session will focus on the requirements of the Montana’s open meeting laws including notice, public comment and closed sessions. The presenters will review examples of how to comply with open meeting law provisions. |
| 3:00 – 3:30 pm | Question and Answer: If you have questions about topics discussed during the day or other topics that impact your school operations as you begin a new school year, the presenters will be on hand to review all types of school matters. |

Montana School Boards Association (MTSBA) has designed these materials to provide helpful information regarding topics and best practices on issues concerning the administration and governance of Montana K-12 public schools. These materials are for informational purposes only and not for the purpose of providing legal advice. Should the recipient of these materials desire legal advice on any of the topics or information contained herein, MTSBA recommends that the recipient make a specific request for legal advice.

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name _____

Type of Travel: Travel to Posted Meetings (MCA 2-18-503)
 Travel Out of District

Date Approved by Board _____

Out of District Travel

Conference/Workshop Back To School Legal Primer

Attach Brochure/Agenda

Location Kalispell, Missoula, or Helena, Montana

Departure Date _____

Return Date _____

Departure Time 4:00 p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Other _____

Mileage @.545 = 93.00

Per Diem 1 dy/1 ml @\$.00 = 50.00

Registration PO# =125.00

Hotel PO# =130.00

Other PO# =

Sub Total \$

Check Total \$

Budget 126.90.160.2530.582. (75%)\$

226.90.160.2530.582. (25%)\$

Signature _____ Date _____

Chairman Signature _____ Date _____

Superintendent Signature _____ Date _____

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.