

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 3/30/16



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**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

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**Date:**   3/21/16

**To:**     **John Rouse**  
                    Superintendent

**From:**   Jason Andreas  
                    Title:    Executive Director

**Subject:**   **2016 Teach Montana Job Fair - MSU**

**Description:** Jason Andreas, Executive Director for HR, is requesting approval for Jennifer Wagner, Browning Elementary Principal, to travel in state to the Montana State University Teacher Job Fair in Bozeman, MT on April 26-27, 2017 due to 2nd and 3rd grade teaching vacancies.

**Financial Impact:**   **\$306.36**

**Funding Source (Budget/grant, etc.):**   **Human Resources – Out of District Travel**

**Attachment(s):**   Travel/Leave Request/Agenda

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

**Comments:**   \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

# 16<sup>th</sup> Annual *Teach Montana* Educators' Fair

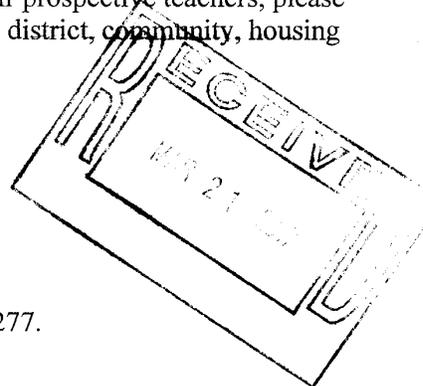
## Wednesday, April 26 & Thursday, April 27, 2017

We are delighted you are participating in Montana State University's 16<sup>th</sup> Annual *Teach Montana* Educators' Fair on Thursday, April 27, 2017. In order to better inform prospective teachers, please bring with you any pertinent information such as facts on your school district, community, housing options, and if any, debt relief for students with school loans.

### Schedule of Events

#### Wednesday, April 26, 2017

- Rural School Colloquium and Panel
  - 12:00 – 2:30 p.m. – By invitation.
  - Questions? Please contact Dr. John Melick at 406.994.6277.
- Early check-in and set-up.
  - 3:00 p.m. – 5:00 p.m., Strand Union Building Rooms 233 & 235
- Hosted reception with new graduates and other interested candidates, plus faculty from the College of Education, Health & Human Development.
  - 5:00 p.m. - 6:00 p.m. - Strand Union Building Ballroom D
  - Each school district will have 15–30 seconds for a designated representative to introduce your district and open positions
  - Please RSVP with registration



#### Thursday, April 27, 2017

- Breakfast with Vice President for Student Success, Dr. Chris Kearns
  - 8:15 a.m. – 9:15 a.m., Strand Union Building - Alumni Legacy Lounge
  - Enjoy a great breakfast on us, plus learn about the latest and greatest at MSU with Q & A
  - Learn more about the MSU Hilleman Scholars Program designed for Montana residents
  - Please RSVP with registration
- 16<sup>th</sup> Annual *Teach Montana* Educators' Fair
  - 9:30 a.m. – 11:30 a.m., Strand Union Building Rooms 233 & 235
- On-Campus Interviews
  - Strand Union Building
  - Please RSVP for a table with registration

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

Employee Name Jennifer Wagner  
Building Browning Elementary

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/26/17 - 4/28/17</u>	<u>13</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**

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

Location Bozeman, MT

Departure Date 4/26/17

Return Date 4/27/17

Departure Time 11:00 am

Return Time 9:00 pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 534 @ .535 /2    =\$ 142.85

Per Diem \$12L + \$15D + 1day@ \$35    =\$ 62.00

Registration PO# \_\_\_\_\_ =\$ - 0.00

Hotel PO# Being Processe    =\$ 101.51

Other PO# \_\_\_\_\_ =\$ - 0.00

Other PO# Luggage    =\$ - 0.00

**Sub Total** \$ 306.36

Budget 126.90.100.2216.582 (75 %) \$153.64

226.90.100.2216.582 (25 %) \$ 51.21

**Check Total** \$204.85

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_