

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 4/26/17



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: 4/11/17

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

From: John Rouse
Title: Superintendent

Subject: **MTSBA New Trustee, Boardsmanship Spring Workshop**

Description: Request travel for board members to attend the MTSBA New Trustee/Boardsmanship/Spring Workshops in various locations.

May 15	<u>Lewistown</u>
May 17	<u>Missoula</u>
May 18	<u>Kalispell</u>
May 22	<u>Billings</u>
May 25	<u>Conrad</u>

Financial Impact: Cost varies depending on location

Funding Source (Budget/grant, etc.): School Board Travel Budget

Attachment(s): Agenda/Travel Request

Comments: _____

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



Spring Workshops 2017

MTSBA's Spring Workshops are coming to a location near you! A great opportunity to learn how to effectively govern your school district with a clear focus on student success! Register today!

Member Benefit - No Charge

Newly-elected trustees and veteran trustees alike should attend this training along with administrators and business managers to gain an understanding of the benefits of membership in MTSBA and other cost-saving programs, to be informed about legislation that impacts school districts and to get an overview of what it takes to effectively govern your school district with a focus on student success. MTSBA staff will be traveling across the state to bring a complete program to you. Learn the essentials of being an effective trustee!

Introduction to MTSBA: During this session, for those newly-elected trustees and as a reminder to veteran trustees, we will provide an overview of the benefits and value of membership in MTSBA, the resources that are available through a district's membership and MTSBA's key priorities as identified through our annual Strategic Planning Process.

Legislative Overview: The MTSBA staff will provide an overview of the bills that passed this legislative session and the impact on Montana's Public Schools.

Effective Purchasing and Procurement for Montana School Leaders: If your district is not taking advantage of the cost savings available to Montana Public Schools on goods and services through MCS, you will want to know more about this program.

The Essentials of Being an Effective Trustee - Part I: This session will focus on the roles and responsibilities of individual trustees and the board as a whole, what school district's need to know about school district policies, and the role and importance of school policies and procedures in the governance and operations of your district.

The Essentials of Being an Effective Trustee - Part II: This will be a continuation of the morning's session and will focus on the legal requirements under Montana's open meeting laws and the basics on both employment law and laws relating to students.

Question and Answer Session with MTSBA Staff: If you have any questions about any of the topics we covered or topics relating to your service as a trustee, the MTSBA staff will be available to answer your questions.

Browning Public Schools
Board of Trustees
Travel Request

Trustee Name Sample Travel Request

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

Date Approved by Board 4/26/17

Conference/Workshop MTSBA New Trustee/Boardsmanship/Spring Workshop **Attach Brochure/Agenda**

Location Conrad, MT

Departure Date 5/25/17

Return Date 5/25/17

Departure Time 7:00 a.m.

Return Time 7:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 132 @ .535 = \$ 70.62

Per Diem Lunch \$12 + \$15 supper = \$ 27.00

☒ Registration PO# = \$ - 0 - .00

☒ Hotel PO# = \$ - 0 - .00

☐ Other PO# Airfare = \$ - 0 - .00

☐ Other PO# Luggage = \$ - 0 - .00

Sub Total \$97.62

Budget 126.90.160.2310.582.8 (75%) \$73.22
226.90.160.2310.582.8 (25%) \$24.40

Check Total \$97.62

Trustee 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.