

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 3/13/2018



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: 3/8/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
Title: Human Resources Director

Subject: **In State Travel: University of Montana Multi-State Teacher Job Fair**

Description: Request approval for Emorie Davis-Bird, Sicily Bird and Jennifer Wagner to travel to attend the University of Montana Multi-Educator's' Career Fair in Missoula, MT on April 9, 2017.

Financial Impact: **\$372.36**

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): Agenda/ Travel Request

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

Comments: _____

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

EDUCATORS CAREER FAIR

MONDAY, APRIL 9, 2018

About Us

Meet Our Team
Schedule an Appointment
Walk-in Hours
Discover Your Path
Career Resources

Career Fairs

Educators Career Fair

Employers Attending

Reserve an Interview Room

Presentation Request

Weekly Newsletter

Donate

Educators Career Fair

Join the University of Montana Career Services for the 33rd annual Educators Career Fair on April 9th, 2018 in the University Center Ballroom. This is an excellent opportunity for teacher candidates to network with Montana School Districts and Out-of-state School Districts to find full time employment opportunities. Teacher candidates are invited to attend information sessions presented by the school districts on Monday April 9th before the career fair.

Students

Attendance Fee: FREE

Students from all backgrounds and majors are encouraged to attend the fair. Please bring a resume to the fair and read about [how to prepare for Career Fairs](#).

School Districts

Montana School Districts

- Registration Fee: \$125
- Additional Recruiters: \$15

Out-of-State School Districts

- Registration Fee: \$275
- Additional Recruiters: \$15

Additional items (sponsorships, advertising, etc.) are listed in [Handshake](#).

[Register Now in Handshake](#)

[Handshake Technical Support](#)

[See a list of attending employers \(updated daily\)](#)



Date:

Monday,
April 9, 2018

Info Sessions:

8:00 am -
11:00 am

Fair Time:

11:00 am -
3:00 pm

Location:

University
Center
Ballroom

[LOG IN TO](#)
[handshake](#)

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Emorie Davis Bird
Building Administration

Employee # 13837
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>April 9, 2018</u>	<u>8</u>	<u>SR</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </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 University Of Montana Career Fair (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 04/08/2018

Return Date 04/09/2018

Departure Time 1:00 pm

Return Time 8:00pm

Transportation: ☐ Personal Vehicle
☒ District Vehicle
☐ Professional Development

Mileage _____ = \$ 0

Per Diem 1 day @ \$35 + \$15.00D = \$ 50.00

☒ **Registration** PO# Being Processed = \$ -0
☒ **Hotel** PO# _____ Being processed = \$ -0
☐ **Other** PO# _____ = \$ - 0.00 -
☐ **Other** PO# _____ = \$ - 0.00 -

Sub Total \$50.00

Budget 126.90.160.2317.582 (75 %) \$
226.90.166.2317.582 (25 %) \$

Check Total \$50.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Travel Request
Building Administration

Employee #0
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>April 9, 2018</u>	<u>8</u>	<u>SR</u>
<u> </u>	<u> </u>	<u> </u>
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Return Date 04/09/2018

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Return Time 8:00pm

Transportation: ☐ Personal Vehicle
☒ District Vehicle
☐ Professional Development

Mileage 408 @ .545/2 = \$ 111.18

Per Diem 1 day @ \$35 + \$15.00D = \$ 50.00

☒ **Registration** PO# Being processed=\$ -0

☒ **Hotel** PO# Being processed=\$ -0

☐ **Other** PO# _____ =\$ - 0.00

☐ **Other** PO# _____ = \$ - 0.00

Sub Total \$ 0

Budget 126.90.160.2317.582 (75 %) \$
226.90.166.2317.582 (25 %) \$

Check Total \$161.18

Employee Signature _____

Date _____

