

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: 8/31/16



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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:** 8/22/16

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

**From:** **John Rouse**  
**Title:** Superintendent

**Subject:** **Out of State Travel-NIISA**

**Description:** Request approval for Board of Trustees to attend the NIISA Annual Meeting in Las Vegas, Nevada, depart December 4 - return December 7, 2015.

**Financial Impact:** \$1,801.65 (Lodging \$506.24; Reg \$350.00; Mileage \$137.16 Per Diem \$333.00; Airfare \$425.25; Luggage \$50.00).

**Funding Source (Budget/grant, etc.):** Board/Administrative/Impact Aid budgets

**Attachment(s):** Travel 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: \_\_\_\_\_



**NIISA  
2016 ANNUAL CONFERENCE  
HARRAH'S HOTEL AND CASINO, LAS VEGAS  
DECEMBER 5<sup>TH</sup> AND 6<sup>TH</sup>, 2016**

**HOTEL INFORMATION**

**RESERVATIONS: 1-888-458-8471 CODE: SHNII6**

**ROOM RATE: \$97 single/double occupancy (12% Clark County Room Tax)**

**On line: <https://resweb.passkey.com/go/SHNII6>**

**RESERVATION CUT-OFF: Friday, November 2, 2016**

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**TENTATIVE AGENDA**

<b>Saturday &amp; Sunday</b>	<b>December 3<sup>rd</sup> and 4<sup>th</sup></b>	<b>Basics of Impact Aid (FISEF) Register at NAFIS-(202) 624 5455</b>
<b>Sunday</b>	<b>December 4<sup>th</sup></b>	<b>Registration- Foyer A- 1:00-4:30 NIISA Board meeting RM TBA</b>
<b>Monday</b>	<b>December 5<sup>th</sup></b>	<b>Registration Foyer A-8:00-4:00 Breakfast buffet-7:45-8:30 Conference: NIISA-8:30-4:00</b>
<b>Tuesday</b>	<b>December 6<sup>th</sup></b>	<b>Beverage service-7:45-8:30 RM TBA Brunch-11:00 NIISA breakouts-8:30-3:30 RM TBA NIISA Annual Mtg: 1:00-3:30</b>

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**REGISTRATION**

**MEMBERS: \$350**

Registration received after **November 25, 2016** will be charged an additional \$50 fee. Checks or money orders payable to:

**NON MEMBERS: \$400**

NIISA

Attn: Dan Hudson

384 South 3<sup>rd</sup> Street

Lander, Wyoming 82520

**Cancellation/Refund Policy: Request must be made in writing to: Brent Gish, P.O. Box 30, Naytahwaush, MN 56566 Email: [gishbd@arvig.net](mailto:gishbd@arvig.net) Fax: (218) 935 2740**

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** 8/31/16

### Out of District Travel

<b>Conference/Workshop</b>	<b>NIISA Annual Meeting</b>
	<b>Attach Brochure/Agenda</b>

**Location** Las Vegas, NV

**Departure Date** 8/3/16

Return Date 8/7/16

**Departure Time** 4:00 p.m.

Return Time 4:00 pm

**Transportation:** ☒ Personal Vehicle  
☐ District Vehicle  
☐ Other

**Mileage** 254 @.54 = 137.16

**Per Diem** 3 dys@90 + 15IS + 48OS = 333.00

<b>Registration</b>	<b>PO#</b>	<b>= 350.00</b>
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<b>Hotel</b>	<b>PO#</b>	<b>= 506.24</b>
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<b>Airfare PO#</b>	<b>= 425.25</b>
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**Other** \_\_\_\_\_ **Luggage** = 50.00

**Sub Total** \$1,801.65

<b>Budget</b>	<u>126.90.160.2310.0582. (70%)\$390.12</u>
	226.90.160.2310.0582. (30%)\$130.04

**Check Total    \$520.16**

**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.**