

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/11/16



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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:**        9/28/16

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

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

**Subject:**    **In State Travel: ESSA Advisory Planning Committee Meeting**

**Description:** I have been asked to serve on OPI's ESSA Advisory Committee in Helena, MT October 24, 2016. The Every Student Succeeds Act (ESSA) is charged with developing the new Title I State Plan for Montana.

**Financial Impact:** \$50.00

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

**Attachment(s):** Leave Request/Meeting Notice

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

**Comments:** \_\_\_\_\_

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



From: **Lubansky, Candy** <[CLubansky@mt.gov](mailto:CLubansky@mt.gov)>

Date: Thu, Sep 29, 2016 at 12:10 PM

Subject: Oct. 24 ESSA Stakeholder Meeting Location

Dear All,

We will be holding our next ESSA Stakeholders meeting Monday, October 24<sup>th</sup> at the Great Northern Hotel in Helena. The address is: 835 Great Northern Blvd, Helena, 59601.

The hotel will offer a government rate which can be obtained by telling them you are there for the ESSA meeting and that Summer, in Sales, is aware of this. Make your reservation through the front desk by calling [406-457-5500](tel:406-457-5500). It is advisable to make your reservation early to get this rate and a room.

We are not sure of the times for the meeting yet but will let you know as soon as possible.

Thank you again for your hard work and reflections in making ESSA work for our Montana kids!

CandyLubansky  
Deputy Superintendent  
Montana Office of Public Instruction  
Phone: [406-444-7325](tel:406-444-7325)  
Mobile: [406-370-5030](tel:406-370-5030)  
Website: [www.opi.mt.gov](http://www.opi.mt.gov)  
Email: [clubansky@mt.gov](mailto:clubansky@mt.gov)

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

Employee Name John Rouse  
 Building Administration

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/24/16</u>	<u>8</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**

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 Every Student Succeeds Act (ESSA) **(Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 10/23/16

Return Date 10/24/16

Departure Time 4:00 p.m.

Return Time 6:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 254 @ .54 = \$ -0-  
 Per Diem 1 day @ \$35 + \$15S = \$ 50.00

Registration PO# \_\_\_\_\_ = \$ \$ -0-  
 Hotel PO# \_\_\_\_\_ = \$ 136.75  
 Other PO# Airfare = \$ \$ -0-  
 Other PO# Luggage = \$ \$ -0-

**Sub Total** \$196.75

Budget 126.90.160.2320.582 (75 %) \$26.25  
226.90.160.2320.582 (25 %) \$ 8.75

**Check Total \$50.00**

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

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

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