

Browning Public Schools
Board Agenda Request
Meeting to Be Held: October 26, 2016



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: October 12, 2016

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

From: John Rouse
Title: Superintendent

Subject: **In State Travel**

Description: As a Committee Member of MQEC, I am requesting to attend the scheduled monthly MQEC meeting to be held on November 14, 2016 @ 9:30 a.m. in Helena, MT.

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

Attachment(s): none.

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

Comments: _____

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

Oct 12, 2016, at 1:35 PM
MQEC dburke@mqec.org

Hello Carlene,

It looks like the link on the MQEC website is broken and I'll correct that as soon as I return to Helena tonight.

We're meeting next week at MCEL on Wednesday at 5:00 p.m. in the Madison room of the Billings hotel, then in Helena on November 14 at 9:30 a.m. in the 4th floor conference room at MTSBA.

I will send the schedule to you this evening.

Please let me know if you have any questions,

Dianne

Dianne Burke
Executive Director, MQEC
www.mqec.org

**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>11/13-14, 2016</u>	<u>10</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

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

Location Helena, MT

Departure Date 11/13/16

Return Date 11/14/16

Departure Time 3:00 pm

Return Time 6:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 @ .54 = \$ - 0 -
 Per Diem 1 day @ \$35.00 + \$15S = \$ 50.00
 Registration PO# _____ = \$ - 0 -
 Hotel PO# _____ = \$ 138.00
 Other PO# _____ = \$ - 0 -.00
 Other PO# _____ Luggage = \$ - 0 -.00

Sub Total **\$188.00**

Budget 126.90.160.2320.582 (75%) \$ 37.50
226.90.160.2320.582 (25%) \$ 12.50

Check Total \$50.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____