

**Browning Public Schools  
Board Agenda Request  
Meeting To Be Held: 10/9/18**



- 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:** 10/2/18

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

**From:** Corrina Guardipee-Hall  
**Title:** Superintendent

**Subject:** **Instate Travel - MCEL**

**Description:** Request approval for Tonia Tatsey to attend the Montana Conference of Education Leadership Conference (MCEL) in Missoula, Mt. October 17, 18 & 19, 2017

**Financial Impact:** \$697.74 ea (estimate)

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

**Attachment(s):** Leave-Travel Request/Conference Agenda

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

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

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

## Wednesday, October 17, 2018

12:00-5:00 PM Registration – Hilton Garden Inn

1:00-5:00 PM Virtual Learning Experience (Six 30-minute sessions)

- School Law

3:00-5:00 PM WCRRP Board Meeting

## Thursday, October 18, 2018

7:30 AM - 5:00 PM Registration – Hilton Garden Inn

8:00 - 9:00 AM Presentation of Flag & Awards Ceremony

9:00 - 10:00 AM General Session

10-10:40 AM - Coffee and Pastry Break

10:40-11:30 AM - Clinic Sessions I

11:30-1:00 PM - Lunch on your own

1:00 - 1:50 PM- Clinic Sessions II

2:00 - 2:50 PM - Clinic Sessions III

3:00 - 3:50 PM - Clinic Sessions IV

4:00 - 5:00 PM - MTSBA Regional Trustee Meetings

4:30-6:30 PM - SAM Business Meeting, MASBO Board Meeting

5:00 - 6:00 PM - MTSBA Joint Caucus Meeting

5:30 - 6:30 PM - Indian School Board Caucus Board Meeting

7:00 - 9:30 PM MREA & MCS Reception – Everyone Welcome

## Friday, October 19, 2018

7:30 - 11:00 AM Registration – Hilton Garden Inn

7:30 - 8:30 AM - MTSUIP/WCRRP Membership Meeting and Breakfast

8:30 - 10:30 - AM MTSBA Annual Business Meeting - Trustees

8:30 - 10:30 AM - SAM Annual Business Meeting

8:30 - 9:20 AM - MASBO Membership Meeting

8:30 - 9:20 AM - Clinic Sessions V

9:30 - 10:20 AM - Clinic Sessions VI

10:30 - 11:00 AM - MTSBA Board Meeting - Trustees

10:30 - 11:20 AM - Clinic Sessions VII  
 11:30 - 12:20 PM - Clinic Sessions VIII  
 12:30 - 1:20 PM - Clinic Sessions IX

*Schedule subject to change*

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

Employee Name Tonia Tatsey  
 Building \_\_\_\_\_

Employee #10446  
 Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/17 - 10/19, 2018</u>	<u>24</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 Name/Meeting/Activity 2018-2019 MCEL Conference

Location Missoula, MT (Attach documentation for Hotel, Airlines & Conference Agenda)

Departure Date 10/17/18 Return Date 10/19/18

Departure Time 3:00 pm Return Time 6:30 pm

Transportation:  District Vehicle Per Diem 2 dys @ \$35+\$15 = 85.00  
 Personal Vehicle Mileage 408 @ .545 = 111.18

Attachments:  Professional Development Form  
 Hotel Confirmation ..... Purchase Order # \_\_\_\_\_ = 278.00  
 Airline Itinerary ..... Purchase Order # \_\_\_\_\_ = \_\_\_\_\_  
 Conference Schedule/Registration..... Purchase Order # \_\_\_\_\_ = 275.00

**SUBTOTAL \$860.36**

**BUDGET 126.10.120.2410.582 (100%) \$196.18**

**CHECK TOTAL \$196.18**

**Employee Signature \_\_\_\_\_**

**Date \_\_\_\_\_**

**Principal/Supervisor \_\_\_\_\_**

**Date \_\_\_\_\_**

**Superintendent Signature \_\_\_\_\_**

**Date \_\_\_\_\_**