

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/13/17



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: 6/2/17

To: **John Rouse**
 Superintendent

From: Lynne Keenan
Title: Director of Child Nutrition

Subject: **In state travel: Montana School Nutrition Association**

Description: I am requesting travel to attend the Montana School Nutrition Association in Billings, MT June 18 - June 21, 2017. I will be traveling with 5 food service staff. The training is a yearly update on basic food service understanding including proper food handling, safe food program.

Financial Impact: **\$919.27**

Funding Source (Budget/grant, etc.):

Attachment(s):Conference Agenda

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

Comments: _____

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



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Summer Send-Off Newsletter

Newsletter Date: Summer 2017

It's almost time for summer conference! **Healthy Schools, Healthy You**

President's Message



As my year as MTSNA President ends, I want to congratulate everyone who set goals this year and succeeded! If you were like me, you reached your goal of making it through another school year! Haha!

Seriously, I truly felt this year flew by. Can you believe that the School Nutrition Conference is just weeks away? I am so excited to be heading to Billings and visiting with all of you! If you haven't done so already, please be sure to register online for the Conference this year by visiting our website www.mtsna.org. It is quick, easy, and we know you are going to love it!

Speaking of Conference, our Conference Chair, President-Elect Salley Young and the Executive Board Team along with OPI and Team Nutrition, have been working all year to bring you another awesome experience.

On **Sunday, June 18**, as you pick up your registration packets, please stop by tables for: Membership, Certification, School Foundation, and First Timer's and visit with Executive Board Members who are excited to welcome you to Conference! **If this is your first Conference, join me at the First Timer's Breakfast on Monday, June 19 at 7:00 a.m. where you will learn how to navigate sessions and get the full Conference experience!**

Start **Monday, June 19** with enjoyable breakout sessions and a wonderful lunch. At **3:30 p.m.** we are proud to present our **2nd Annual Parade of**

Aprons! This parade (and a short walk in fresh air) will lead us to the one-and-only **Exhibitor / Vendor Show**, which will be held in the Radisson Convention Center next door. It should be a fun afternoon that you don't want to miss!

Begin **Tuesday, June 20** with great workshop classes you pre-registered for online. A lunch will be provided for those of you who are attending these classes. At **5:30 p.m.** join us in the Ballroom for the **Banquet Dinner**, buy tickets for the **50/50 drawing**, put in a bid to win fabulous **Silent Auction** items and, **WAIT FOR IT...** participate in the **Live Auction** featuring ... back by popular demand ... **Association Famous Auctioneer, Sky Jones!** It should be a full, but fantastic night!

Finish **Wednesday, June 21** by joining your peers as we once again **Team Up for Success!** Enjoy a great picnic lunch and team up again in the afternoon. When the day is done, enjoy an evening of dining or shopping in Billings before you head home for another great summer in the sun!

Thank you all for a wonderful year serving as your State President and a *special thank you to my hard working, above the line, Executive Board.* It was a wonderful year serving with you!

See you in Billings!

Jayne Elwess
MTSNA President 2016-2017

Healthy Schools, Healthy You

SCHEDULE AT A GLANCE

	Ballroom	Madison	Missouri	Yellowstone	Bighorn	Parlor 1010	Parlor 1018	Boulder-Stillwater	
Sunday, June 18, 2017									
4:00-6:00	Registration (Lobby)								
6:00-8:00	Reception sponsored by Montana Cooperative Services (Lobby)								
Monday, June 19, 2017									
7:00-7:30	First Timers Welcome Breakfast (Parlor 1018)								
7:00-8:00	Registration (Lobby)								
8:00-9:00	General Session (Boulder-Stillwater)								
9:10-10:00	Social Media	Montana Beef to School	Production Record Basics	Procurement	Alternative Breakfast	Farm to School	Recess Before Lunch		
10:10-11:00	Beef and Mushrooms	Electronic Production Records	Basic Procurement	Food Allergies	Body Mechanics	Harvest of the Month	Spice It Up - Flavor Stations		
11:10-12:00	Regional Breakout	Regional Breakout	Regional Breakout	Regional Breakout	Regional Breakout	Regional Breakout			
12:00-1:30	Silver Spoon Luncheon and Award Presentation sponsored by Food Services of America (Boulder-Stillwater)								
1:30-2:30	Personality/Comm	Basic Food Prep & Knife Skills (50 CAP)	Lunch Meal Pattern/Offerves Serve	USDA Foods	MAPS Computer System	Fresh Fruit & Vegetable Program	Spice It Up - Flavor Stations	Self Defense (50 CAP)	
2:40-3:30	Smarter Lunchrooms		Salad Bar and Vegetable Subgroups	USDA Foods	MAPS Computer System	Info Session: SFSP, ASP, FFVP	Team Up Mentor Refresher (invite only)		
3:30-4:00	Parade of Aprons (Location)								
4:00-6:00	Vendor Show (Radisson Conference Center)								
Tuesday, June 20, 2017									
7:00-8:00	Registration (Lobby)				Off Site	Sysco	Elysian	CORE Group	Acosta
8:00 - 12:00		4 Hour AM Food Safety Basics (50 CAP)	8 Hour ServSafe (\$110 booklet fee)	8 Hour Nutrition 101 (50 CAP)	8 Hour Kitchen and Garden Tour (25 CAP)	4 Hour AM Plant Tour and Whole Grain Pastas (40 CAP)	4 Hour AM Cook Fresh/ Knife Skills (20 CAP)	4 Hour AM Whole Grain Par-Baking Demo	4 Hour AM Power of Pulses
12:00 - 1:00	Lunch (Boulder-Stillwater) Provided				SFSP Lunch	Lunch Provided			
1:00 - 5:00		4 Hour PM HACCP/MT Food Code	ServSafe Continued	Nutrition 101 Continued	Kitchen and Garden Tour Continued	4 Hour PM Plant Tour and Whole Grain Pastas (40 CAP)		4 Hour PM Whole Grain Par-Baking Demo	4 Hour PM Power of Pulses
5:30 - 8:30	Healthy Schools, Healthy You Banquet, Awards Presentation, Installation of Officers, 50/50 Drawing and Auction (Ballroom)								
Wednesday, June 21, 2017									
7:00-8:00	Registration (Lobby)								
8:00-3:30pm	Team Up for Success - Menu Planning - Be a Treasure State GEM (going the extra mile) / personel management - Picnic Lunch								
3:30-4:00	Closing Session and Drawings - See you next summer!								

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Lynne Keenan
Building Child Nutrition

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/19-21, 2017</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/Workshop Montana School Nutrition Association (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 6/18/17

Return Date 6/21/17

Departure Time 12:00 pm

Return Time 9:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 346x.535 =\$ 185.11
Per Diem \$15+\$35x3 days =\$ 120.00

☒ Registration PO# _____ =\$ 225.00
☒ Hotel PO# _____ =\$389.16
☒ Other PO# Airfare _____ =\$ -0-
☒ Other PO# Luggage _____ =\$ -0-

Sub Total \$ 919.27

Budget 112.92.910.3100.582 (100 %) \$305.11
_____ (_____ %)

Check Total \$ 305.11

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site