Board A	ng Public Schools Agenda Request To Be Held: 11/14/17				
Recogniti Informat Action:		 Staff Old Business Hiring Travel In State Legal Matters Elementary (only) 	 Parents Superintendent's Report Contract Service Agreements Approvals Other: High School/District Wide 		
Date: To: Subject:	11/06/17Corrina Guardipee-HallFrom:Stacy EdwardsBrowning Public SchoolsTitle:Director of FinanceMASBO Election Workshop November 17th in Great Falls.				
Subject: MASBO Election workshop November 1/- In Great Fails. Description: I am responsible for administering the school board elections every year; therefore, by attending I will know if there have been any changes in the election process. Financial Impact: \$289.87 Funding Source (Budget/grant, etc.): Impact Aid/Election Budget – 126-90-160-2314-582 Attachment(s): Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) Comments:					
Board Ac	etion: N/A (Info)	Approved Denied	Tabled to:		



MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS ELECTIONS WORKSHOP AGENDA NOVEMBER 2017

- 8:00 8:30 Registration
- 8:30 9:00 Overview
- 9:00 10:00 2018 Election Calendar
- 10:00 10:15 BREAK
- 10:15 11:00 Candidates for Trustee
- 11:00 11:45 Voters
- 11:45 1:00 Lunch on your own
- 1:00 2:00 Ballots
- 2:00 2:45 Election Procedures and Election Judges
- 2:45 3:00 BREAK
- 3:00 3:30 Post-Election Procedures
- 3:30 4:00 Quiz



BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name <u>Stacy Edwards</u>	Er	nployee #	
Building Administration	Su	Substitute Name <u>NA</u>	
LEAVE REPORT			
Date of Leave	Hours	<u>Type of Leave</u>	
11/17/16	<u>8</u>	SR	
Employee Signature	Da	ate	
Approved; Condition upon the spe Principal/Supervisor		ccific employee 🗌 Not Approved ate	
TYPE OF LEAVE			
AN Annual SL Sick Leave *EX/SR Extra-Curricular/School Related	 PL Personal Leave JD Jury Duty (attach verification) NG National Guard FN Funeral	 ALWO Approved Leave W/O Pay ULWO Unapproved Leave w/o Pay SWP Suspended w/Pay SWOP Suspended w/o Pay 	
*If taking School Related/Extra-Curricula <u>TRAVEL REQUEST</u> (If receiving pa			
Conference/Workshop <u>MASBO Elect</u>	ion Workshop (Attach Brochure/Ag	genda)	
Location Great Falls, MT			
Departure Date <u>11/16/17</u>	Return Date <u>11/17</u> /	/17	
Departure Time <u>3:00 pm</u>	Return Time <u>6:00</u>	<u>pm</u>	
Transportation: Personal Ve	-	254 @ .50 (half) =\$ 67.95	
District Veh	icle Per Diem <u>3 meal</u> Development	ls (dinner/breakfast/lunch) = \$ 35.00	
		ation <u>PO# 25196 =\$ 80.00</u>	
	Hotel P		
	Other <u>P</u>	PO# =\$ - 0.00	
	Other <u>P</u>	PO# Luggage =\$ - 0.00	
		Sub Total <u>\$</u> 289.87	
Budget <u>126.90.160.2314.582 (100 %)</u> \$	102.95	Check Total <u>§ 102.95</u>	
_) \$		
Employee Signature		Date	
Principal/Supervisor		Date	
Superintendent Signature		Date	