

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/29/22



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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:**   6/13/22

**To:**   **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Lynne Keenan  
**Title:**   Director of Food Service

**Subject:** **In State Travel: Montana School Nutrition Association Conference 2021-2022**

**Description:** Lynne Keenan requests travel to attend the MSNA Annual Conference in Billings, MT June 19-20, 2022.

**Financial Impact:** \$1,396.41

**Funding Source (Budget/grant, etc.):** Food Service Travel Budget

**Attachment(s):** Agenda/Leave Request

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

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

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

Montana School Nutrition Association - Home

2022 Montana School Nutrition Association Conference

Be Kind

June 20-23, 2022

Billings Hotel and Convention Center  
1223 Mulfowney Lane, Billings MT 59101

**Monday, June 20**

1:00-4:00 Registration

3:00-4:00 Vendor Show Buyers Only

4:00-5:30 Vendor Show All Attendees

**Tuesday, June 21**

7:15 First Timers

7:00-8:00 Registration

8:00-11:30 General Session

- MT PECH
- OPI Guidelines and Updates
- Discuss the last school year-challenges
- The Truth About Added Sweeteners--Jaime Larese

11:30-12:50 Lunch Harvesting Montana local recipes

1:00-5:00 Breakout classes

**Wednesday, June 22**

**2 hour classes**

- Food is Medicine Jaime Larese (offered 2 times)
- Titan-Mona Pickens & Hope Martine (offered 2 times)
- Taking Care of Our Mind, Body, and Spirit- April Martin- 25 limit (offered 2 times)
- New FSD / FSD Basics – OPI
- ACE Your Admin Review – OPI
- Roadmap to Quality Meals - Gretchen Groves & Katie Bark
- Recipe Crediting 101. Molly Stenberg
- Boost Student Health with Fiber-Rich Menus - Camille Biazzo (offered 2 times)
- ICN Financial Management
- Saving Money & Time with Improved Kitchen Efficiency Laurie Hopper

**4 hour classes**

- Self-defense level 1- Dennis Forleo max 30
- Self-defense level 2- Dennis Forleo max 30
- Serving Up Success with Standardized Recipes Bring Recipes--Molly Stenberg
- ICN Food Allergies for School Nutrition Managers & Staff
- ICN Financial Management – A Class for School Nutrition Managers
- Chef--Charlie Equipment for Scratch Cooking
- Farm to School Workshop, Local Procurement

**8 hour classes**

- Servsafe (\$125/fee)
- Nutrition 101

**Wednesday, June 22 5:30- ? Banquet, Auction, Bingo & Board Installation**

**Thursday, June 23**

7:30 Silver Spoon Breakfast

8:00 Welcome

8:10-8:30 Hardin Indian Club Drum Group

8:35-8:40 Teddy Chase Hawks (outreach)

8:45-10:15 Suicide Awareness-How to help our kids

10:30-11:55 Love Wins

12:00 Prize giveaways and send off

This is not the final schedule, there could be changes

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

Employee Name Lynne Keenan  
Building Child Nutrition

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
June 19-June 23, 2022	38 hrs	SR
_____	_____	_____

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 Conference 2022 (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 6/19/22

Return Date 6/23/22

Departure Time 12:00 p.m.

Return Time 7:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage  $692 \times .585 \div 2 = \$202.41$   
Per Diem  $4 \text{ days @ } \$36 + \$12L + \$15S = \$171.00$

Registration PO# = \$115.00  
 Hotel PO# = \$908.00  
 Other PO# Airfare = \$ 0.00  
 Other PO# Luggage = \$ 0.00

Sub Total \$1,396.41

Budget 112.92.910.3100.582 (100 %) \$373.41  
( \_\_\_\_\_ %)

**Check Total \$373.41**

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

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

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