

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 27, 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: July 18, 2016

To: **John Rouse**
 Superintendent

From: Matthew Johnson
 Title: Alternative Education Director

Subject: **In State Travel – Afterschool Alliance Conference**

Description: Request to attend the Montana Afterschool Alliance Conference in Bozeman, MT August 15 & 16, 2016.

Financial Impact: \$732.32

Funding Source (Budget/grant, etc.): 226.62.150.1700.582

Attachment(s): Conference Information

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

Comments: _____

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



Agenda

Monday, August 15

- **7:15am:** Registration/Check-In Opens
- **8:00am-9:30am:** 21st CCLC Training
- **9:45am-11:45am:** Keynote Address
- **12:00pm-1:15pm:** Lunch Panel: "Your Afterschool Program's Story Matters: Will it Be Remembered?"
- **1:30pm-4:50pm:** Workshop Blocks
- **5:00pm-6:00pm:** Networking Reception

Tuesday, August 16

- **8:00am:** Registration/Check-In Opens
- **8:30am-8:50am:** Welcome Address
- **9:00am-12:20pm:** Workshop Blocks
- **12:30pm-12:40pm:** Lunch Panel: "Donor & Foundation Engagement"
- **1:40pm-2:40pm:** Workshop Block
- **2:40pm-3:00pm:** Closing

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

Employee Name Matthew Johnson
Building Blackfeet Academy/Project Choices

Employee # 11383
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/15/16</u>	<u>9</u>	<u>SR</u>
<u>8/16/16</u>	<u>8</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 Afterschool Alliance Conference 2016 **(Attach Brochure/Agenda)**

Location Bozeman, MT

Departure Date 8/14/16

Return Date 8/16/16

Departure Time 1:00 p.m.

Return Time 10:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 267 @ 0.54 = \$144.18
Per Diem 2 days @ \$35+\$15 Sup = \$ 85.00

Registration PO# = \$180.00
 Hotel PO# = \$ 323.14
 Other PO# = _____
 Other PO# = _____

Sub Total \$ 732.32

Budget 226.62.150.1700.582 (100 %) \$229.18
_____ (_____ %)

Check Total **\$229.18**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____