Browning Public Schools **Board Agenda Request**Meeting To Be Held: 03/29/17

| Recognit | ion: Students | Staff | Parents | | | | | |
|---|---|--|-----------------------------|--|--|--|--|--|
| Information: Building Report | | Old Business | ☐ Superintendent's Report | | | | | |
| Action: | Resignation | Hiring | Contract Service Agreements | | | | | |
| | Travel Out-of-State | | Approvals | | | | | |
| | Termination | Legal Matters | Other: | | | | | |
| | This action request pertains to | Elementary (only) | ☐ High School/District Wide | | | | | |
| Date: | 03/20/17 | | | | | | | |
| To: | Board of Trustees Browning Public Schools | From: <u>Jill Mattingly</u> Title: Special Services Director | | | | | | |
| Subject: Travel to Special Olympics for the State CRAR Area Spring Games, Great Falls, MT, April 19, 20 and 21, 2017. | | | | | | | | |
| Description: Request approval to attend the Special Olympics for the State CRAR Area Spring Games in Great Falls, MT, April 19, 20 and 21, 2017 to help chaperone the students with special needs. | | | | | | | | |
| Financial Impact: \$ 389.34 | | | | | | | | |
| Funding Source (Budget/grant, etc.): 126-60-720-3590-582 - \$292.00 226-60-720-3590-582 - \$ 97.34 | | | | | | | | |
| Attachment(s): Special Olympics Calendar of Events | | | | | | | | |
| Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) | | | | | | | | |
| Comments: | | | | | | | | |
| | | | | | | | | |
| Board Ad | ction: N/A (Info) | Approved Denied | Tabled to: | | | | | |

SPECIAL OLYMPICS Calendar of Events

Events for April 2017

« March
 May >

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------------------------|------------------|--|--|------------------------|---|-------------------------------|
| 26 | 27 | Swimming Coaches Training – Great Falls | Bocce and Athletics Coaches Training – Great Falls | 30 | 31 | TCAR Area Bowling Bash! |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | CRAR AMT Meeting | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | TCAR AMT Meeting | 19 | CRAR Area Spring Games | CRAR Area Spring Games | CTAR Area Spring Games |
| CTAR Area Spring Games | 24 | 25 | GNAR Area Spring Games | BSAR Area Spring Games | BSAR Area Spring Games YVAR Area Spring Games | YVAR Area Spring Games |

BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name Jill Mattingly Building Special Services

Employee #12045 Substitute Name NA

| Building Special Services | Substitute Name <u>NA</u> | | | |
|---|--|-------------------------------|--|--|
| LEAVE REPORT | | | | |
| Date of Leave | Hours | Type of Leave | | |
| 04/19,20,21/2017 | 24 Hours | SR | | |
| _ | - | | | |
| | 1 | - | | |
| Employee Signature | Dar Dar | te3-30-17 | | |
| Approved; Condition upon the specif | ic leave being available for the specific | employee | | |
| Principal/Supervisor | Dar | te | | |
| 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 | | SWP Suspended w/Pay | | |
| DAISK DAGG Curricular School Related | FN Funeral (Master Contract) Relationship) | SWOP Suspended w/o Pay | | |
| *If taking School Related/Extra-Curricular ITRAVEL REQUEST (If receiving pa | | | | |
| Conference/Workshop Special Olympic | es State CRAR Area Spring Games | 2017 (Attach Brochure/Agenda) | | |
| Location Great Falls, MT | | | | |
| | D (D (04/01/1/ | 7 | | |
| Departure Date <u>04/19/17</u> | Return Date <u>04/21/17</u> | | | |
| Departure Time 10:00 am | Return Time <u>5:00 r</u> | <u>pm</u> | | |
| Transportation: Personal Ve | hicle Mileage | 254 RT @ \$0.535 =\$135.89 | | |
| District Veh | _ | N/A = \$ - 6 | | |
| <u>—</u> | - | 11//11 | | |
| Professional | Development | | | |
| | ☐ Registra | ation <u>PO# N/A =\$</u> | | |
| | Hotel PC | O# =\$253.45 | | |
| | Other Po | O# =\$ | | |
| | Other Po | | | |
| | U Other F | | | |
| | | Sub Total \$389.34 | | |
| Budget #126-60-720-3590-582- (75%) - | \$202.00 | | | |
| 9 ——— | | Charle Tradal Cathe 90 | | |
| <u>#226-60-720-3590-582 - (25 %)</u> | - \$97.34 | Check Total S135.89 | | |
| | | | | |
| Employee Signature | | Date 3-20-17 | | |
| | | | | |
| Principal/Supervisor | | Date | | |
| Superintendent Signature | | Date | | |