

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/14/20



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: 1/7/20

To: **Board of Trustees**
 Browning Public Schools

From: Everett Armstrong
Title: Director of Activities

Subject: **In State Travel- MHSA Equity & Eligibility Workshop 2019-2020**

Description: Request travel for Everett Armstrong and William Heusch to attend the MHSA Equity and Eligibility workshop in Billings MT 1/18/20-1/19/20.

Financial Impact: \$ 644.49

Funding Source (Budget/grant, etc.): Funding Source (Budget/grant, etc.): Travel, salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

Attachment(s): Travel/leave request

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

Comments: _____

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



MONTANA HIGH SCHOOL ASSOCIATION
2020 ANNUAL MEETING

Tentative

Saturday, January 18, 2020 - Monday, January 20, 2020
Billings Hotel & Convention Center
Billings, Montana

SCHEDULE OF ACTIVITIES

PRECONFERENCE MEETINGS:

Saturday, January 18th

8:30 am MHSAA Executive Board ----- Madison

Sunday, January 19th

10:00 am Western C Division ----- Gallatin

11:00 am MIAAA Board of Directors ----- Restaurant (Rosebud)

11:00 am Western Eight Player Football ----- Gallatin

1:00 pm - 7:00 pm Exhibitors ----- Yellowstone/Big Horn

12:00 pm - 2:00 pm Equity/Eligibility Workshop ----- Stillwater/Boulder
In-service workshop offering that satisfies MHSAA attendance requirement

2:00 pm - 6:45 pm Annual Meeting Registration ----- Yellowstone/Big Horn

2:00 pm Native American Classic Meeting ----- Madison

2:00 pm Eastern B-C Softball ----- Little Missouri

2:00 pm Unified Track Divisional Coordinators ----- Jefferson

3:00 pm Music Committee (continues Monday) ----- Rosebud

3:00 pm Eight Player Football ----- Stillwater

4:00 pm Six Player Football ----- Boulder

4:00 pm Class A Representatives ----- Jefferson

5:00 pm Class AA Representatives ----- Little Missouri

5:00 pm Eastern Eight Player Football ----- Stillwater
 5:00 pm Northern B Division ----- Gallatin
 6:00 pm Resolutions Committee ----- Madison
 4:00 pm - 7:00 pm Visit Billings Social----- TBD
 7:30 pm MIAAA Meeting----- Stillwater/Boulder

ANNUAL MEETING:

Monday, January 20th

6:30 am - 8:15 am MHSA Complimentary Breakfast -----Yellowstone/Big Horn
 7:30 am - 8:30 am Annual Meeting RegistrationNorth Foyer (@ Convention Center)
 8:30 am First General Session ----- Stillwater/Boulder

Monday, January 20th(continued)

10:15 am Classification Caucuses AA----- Little Missouri
 A----- Gallatin
 B----- Big Horn
 C----- Boulder

11:30 am - 12:30 pm	MHSA Complimentary “Lunch on the Go” Yellowstone/Big Horn
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12:30 pm Second General Session ----- Stillwater/Boulder

POST-CONFERENCE MEETINGS:

Following Adjournment Master Basketball Scheduling ----- Stillwater
 Of Annual Meeting

Following Adjournment MHSA Executive Board ----- Madison
 Of Annual Meeting

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

Employee Name Everett Armstrong
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/17/20</u>	<u>4 hrs</u>	<u>SR</u>
<u>1/20/20</u>	<u>8 hrs</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 Equity and Eligibility Workshop **Attach Brochure/Agenda**

Location Billings MT

Departure Date 1/18/19

Return Date 1/20/19

Departure Time 12:00pm

Return Time 8:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 346 @ .575 = \$198.95

Per Diem 3 x \$36 + \$12L + \$15D = \$135.00

Registration PO# _____ = _____
 Hotel PO# _____ = \$311.34
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$644.59

Budget 226.60.720.3500.582 (100%) \$333.25

Check Total **\$333.25**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____