

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 06/13/17



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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:**    05/25/17

**To:**        **John Rouse**  
                  Browning Public Schools

**From:**    Jill Mattingly  
**Title:**     Special Services Director

**Subject: In State Travel: Law Conference on Students with Disabilities**

**Description:** Permission to attend Northern Plains Law Conference on Students with Disabilities, Billings, MT on October 2, 3, 4, 2017.

The Northern Plains Law Conference on students with disabilities will cover special education legal issues, including the latest information from due process hearing, circuit court cases, OSEP/OCR guidance letters and basic IDEA procedural requirements.

**Financial Impact:** \$ 1,156.20

**Funding Source (Budget/grant, etc.):** 115-76-456-2490-582-608

**Attachment(s):** Professional Development Form/ Leave Report/Travel Request/Agenda

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

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

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



*Pre-Conference*

**Northern Plains  
Law Conference on Students with Disabilities**

**October 2, 2017 | Billings, MT**

Montana | South Dakota | North Dakota

**2017 Northern Plains Law Conference on Students  
with Disabilities Pre-Conference**

DoubleTree by Hilton Billings  
27 North 27th Street  
Billings, Montana 59101

Monday, October 2, 2017  
10:00 am - 4:00 pm

This Pre-Conference is open to school district attorneys, special education directors, dispute resolution contractors and SEA staff. This session will provide an opportunity to network with other jobs-alike professionals.

**Legal Responsibilities of Special Education Administrators** – This interactive full day session will cover the legal responsibilities of special education administrators. It will provide practical approaches to everyday circumstances through case studies and an overview of the statutes and regulations that apply to special education administrators on a day-to-day basis. Experience special education attorney, Isabel Machado will cover disciplinary removals, responsibilities as a district representative, difficult IEP meetings, accommodations, annual goals, and the meaning of FAPE under the new Supreme Court ruling.

**October 3-4, 2017 | Billings, MT**

# Northern Plains

## Law Conference on Students with Disabilities

Montana | South Dakota | North Dakota



### My Agenda

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## 2017 Northern Plains Law Conference on Students with Disabilities

### Personal Agenda for Jill Mattingly

#### Tuesday, October 3, 2017

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7:00 AM - 8:00 AM	Continental Breakfast
7:00 AM - 8:00 AM	Registration
8:00 AM - 8:15 AM	Welcome and Opening Remarks
8:15 AM - 10:00 AM	General Session: Year in Review
10:00 AM - 10:30 AM	Break
10:30 AM - 12:00 PM	Breakout Session Block A
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	Breakout Session Block B
2:30 PM - 2:45 PM	Break
2:45 PM - 4:15 PM	Breakout Session Block C
4:15 PM - 4:15 PM	End of Day One

#### Wednesday, October 4, 2017

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7:00 AM - 8:00 AM	Continental Breakfast
7:00 AM - 8:00 AM	Registration
8:00 AM - 8:15 AM	Welcome and Opening Remarks
8:15 AM - 9:45 AM	General Session
9:45 AM - 10:15 AM	Break
10:15 AM - 11:45 AM	Breakout Session Block D
11:45 AM - 12:00 PM	Break and Pick-up Box Lunch
12:00 PM - 12:30 PM	General Session: Panel Discussion - Answering Your Questions
1:30 PM - 1:30 PM	Adjourn

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

Employee Name Jill Mattingly  
Building Special Services

Employee #12045  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/1/17</u>	<u>0 Hours</u>	<u>SR</u>
<u>10/2,3,4/2017</u>	<u>24 Hours</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 Northern Plains Law Conference on Students with Disabilities (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 10/1/17

Return Date 10/4/17

Departure Time 1:00 pm

Return Time 8:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☒ Professional Development

Mileage 692 RT @ 0.535 =\$ 370.22

Per Diem 3 Days @ \$35.00 + \$15.00 = \$120.00

☒ Registration PO# =\$165.00

☒ Hotel PO# =\$501.00

☐ Other PO# =\$ 0

☐ Other PO# =\$ 0

Sub Total \$ 1,156.20

Budget 115-76-456-2490-582-608 (100 %) \$490.22  
( %)

**Check Total \$490.22**

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

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

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