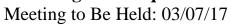
Browning Public Schools **Board Agenda Request**





D 4	Same Constants	Creec	Damento.				
Recognit	<u> </u>	Staff	Parents				
Informat	tion:	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:	2/27/17						
To:	John Rouse	From:	Jason Andreas				
	Superintendent	Title:	Executive Director				
Subject: In State Travel: University of Montana Multi-State Teacher Job Fair							
Description: Request approval for Jason Andreas and John Salois to travel to attend the University of Montana Multi-State Teacher Job Fair in Missoula, MT on April 9-10, 2017.							
Financial Impact: \$262.79 each = \$525.58							
Funding Source (Budget/grant, etc.): Human Resource 75%/25% 126/226.90.100.2216.582							
Attachment(s): Agenda/Sample Travel Request							
Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)							
Comments:							
Board Action: N/A (Info) Approved Denied Tabled to:							



Overview of the Fair

The Educators' Career Fair will be held on the University of Montana campus on, **April 10, 2017**. It is an effective and inexpensive way for school district representatives to meet and interview qualified candidates for positions in: Teaching, Special education, Counseling, Speech-language pathology, Administration.

Sunday, April 9, 2017 - Pre-Fair Events - College of Education and Human Sciences

1:00pm - 5:00pm - Montana District Information Sessions 5:00pm - 6:00pm - Welcome and Strategy Session for Teacher Candidates

The Montana Treasures pre-fair events will give teacher candidates the opportunity to attend Montana School District Information Sessions, network with Montana school district personnel at the Ice Cream Social, have their resumes critiqued by Career Services professional counselors and attend the Welcome and Strategy Session.

Monday, April 10, 2017 - Multi-State Educators' Career Fair - University Center

8:00am to 10:00am: School District Information Sessions

10:00am to 3:00pm: Multi-State Educators' Career Fair (All school districts)

UNIVERSITY OF MONTANA Educators' Career Fair April 9-10, 2017

MONTANA TREASURES PRE-FAIR EVENTS - COLLEGE OF EDUCATION AND HUMAN SCIENCES.

SCHOOL DISTRICT SCHEDULE OF EVENTS SUNDAY, APRIL 9, 2017

Time	Event
12:00 pm - 4:00 pm	Teacher Candidate Registration & Check-in
1:00 pm - 4:30 pm	Teacher Candidate Resume Critiques
1:00 pm - 4:30 pm	Ice Cream Social - Teacher Candidates and Montana School District Personnel
1:00 pm - 5:00 pm	Montana School District Information Sessions
5:00 pm - 6:00 pm	 Welcome and Strategy Session for Teacher Candidates State Update/Legislative Preview for Montana School District Administrators

MONDAY, APRIL 10, 2017 CAREER FAIR - UNIVERSITY CENTER BALLROOM.

Time	Event
7:30 - 9:00 am	Administrator Check-In & Booth Set-up
8:00 - 10:00 am	Out-of-State District Information Sessions
10:00 - 3:00 pm	Multi-State Educators' Career Fair
11:30 am - 1:00 pm	Light Luncheon for School Administrators *Fair remains open throughout the lunch hour*
3:00 pm	Fair Doors Close

BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name Sample	Етрюуее #		
Building	Substitute Name		
LEAVE REPORT			
Date of Leave	Hours	Type of Leave	
4/9/17 - 4/10/17	8	SR	
Employee Signature	Da	ate	
	ecific leave being available for the spe	ecific employee	
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		SWP Suspended w/Pay	
	FN Funeral(Master Contract) Relationship)	SWOP Suspended w/o Pay	
*If taking School Related/Extra-Curricular TRAVEL REQUEST (If receiving page 1)			
Conference/Workshop University of I	Montana Teacher Recruitment Fair	(Attach Brochure/Agenda)	
Location Missoula, MT			
Departure Date 4/9/17	Return Date <u>4/10/1</u>	<u>17</u>	
Departure Time 1:00 am	Return Time 8:00	<u>pm</u>	
Transportation: Personal Ve	ehicle Mileage _	408 @ .535 /2 =\$ 109.14	
☐ District Veh	nicle Per Diem <u>1day</u>	y@ \$35 + \$151S =\$ 50.00	
Professiona	l Development		
	Registra	ation PO# =\$ - 0.00	
	⊠ Hotel <u>P</u> e	O# Being Processed =\$ 103.65	
	Other P	PO# =\$ -0.00	
	Other <u>P</u>	PO# Luggage =\$ - 0.00	
		Sub Total \$ 262.79	
Budget 126.90.100.2216.582 (75 %)		Check Total \$159.14	
226.90.100.2216.582 (25 %)	<u>\$ 39.78</u>		
Employee Signature		Date	
Principal/Supervisor		Date	
Superintendent Signature		Date	