

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 03/07/17



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: 2/27/17

To: **John Rouse**
 Superintendent

From: Jason Andreas
 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	<ul style="list-style-type: none"> 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
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/9/17 - 4/10/17</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 University of Montana Teacher Recruitment Fair (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 4/9/17

Return Date 4/10/17

Departure Time 1:00 am

Return Time 8:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 408 @ .535 /2 =\$ 109.14

Per Diem 1day@ \$35 + \$151S =\$ 50.00

☐ Registration PO# _____ =\$ - 0.00 -

☒ Hotel PO# Being Processed =\$ 103.65

☐ Other PO# _____ =\$ - 0.00 -

☐ Other PO# Luggage =\$ - 0.00 -

Sub Total \$ 262.79

Budget 126.90.100.2216.582 (75 %) \$119.36

226.90.100.2216.582 (25 %) \$ 39.78

Check Total \$159.14

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____