

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/14/17



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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:**    2/7/17

**To**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**    John Salois  
                    Title:    High School Principal

**Subject:** **MBI High School Forum**

**Description:** Request approval for Billie Jo Juneau to attend the MBI High School Forum in Bozeman MT November 14-15, 2017.

**Financial Impact:** \$ 467.84

**Funding Source (Budget/grant, etc.):**

**Attachment(s):** Agenda/Travel Request

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

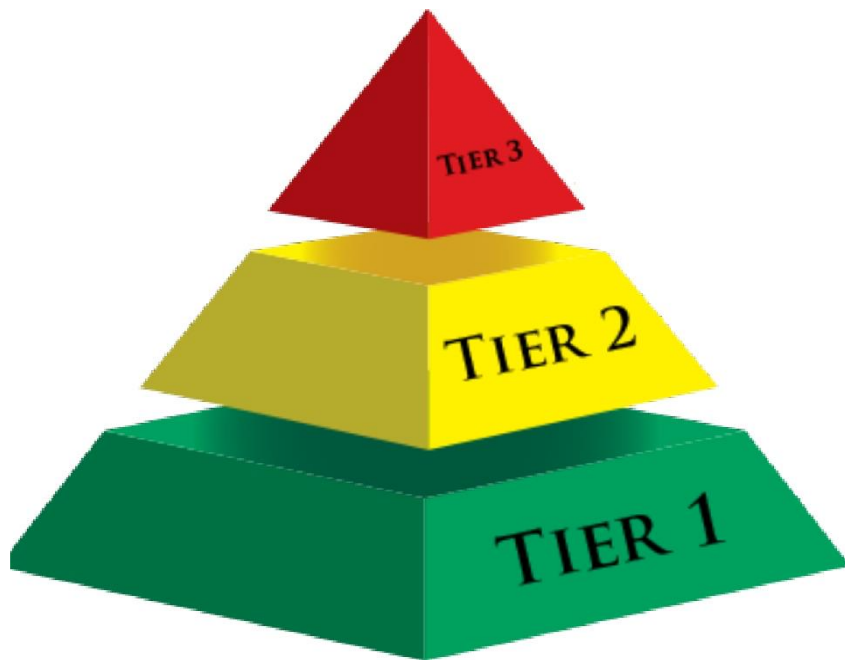
**Comments:** \_\_\_\_\_

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

# **2017 HIGH SCHOOL FORUM**

MBI/MTSS



Guest Speaker:

**Heather Robbins-**

- ~What's on Your Plate?
- ~The Science of Compliance

**Break-out Sessions Include:**

- ~Tier II Systems
- ~Restorative Justice
- ~Check-in Check-out
- ~Check and Connect
- ~ESSA-Every Child Succeeds Act
- ~The Great 8

**November 14 and 15, 2017**

Best Western Gran Tree Inn

Bozeman, MT

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

Employee Name Billie Jo Juneau  
Building BHS

Employee #11760  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/14/2017 - 11/15/2017</u>	<u>16</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 MBI High School Forum (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 11/13/2017

Return Date 11/15/2017

Departure Time 4:00 pm

Return Time 8:00 pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 534 @ .535 ÷ 2 = \$142.84  
Per Diem 2 @ \$35 + D 15 = \$ 85.00

Registration PO# \_\_\_\_\_ = \$ 0.00  
 Hotel PO# \_\_\_\_\_ = \$240.00  
 Other PO# \_\_\_\_\_ = \$ - 0.00 -  
 Other PO# \_\_\_\_\_ = \$ - 0.00 -

**Sub Total** \$ 467..84

Budget 226.60.150.1700.582 ( 100 % ) \$227.84  
\_\_\_\_\_ ( \_\_\_\_\_ % )

**Check Total** 227.84

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

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

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