

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 12/14/16



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: 12/5/16

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

From: John Rouse
Title: Superintendent

Subject: **In State Travel - Assessment Conference**

Description: Request travel for Jeri Matt, Matthew Johnson, Jennifer Wagner, BillieJo Juneau, Everett Holm to attend the OPI Assessment and Data Conference in Missoula, MT January 11-13, 2017.

Financial Impact: \$ 2,400.80

Funding Source (Budget/grant, etc.): Title I School Wide 115.90.494.2213.582.117 and Technology 126/226.78.162.2220.582

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

OPI Assessment and Data Conference 2017

January 12-13, 2017, Hilton Garden Inn, Missoula
February 1-2, 2017, DoubleTree, Billings



LEARN TO USE DATA TO BETTER UNDERSTAND:

- ▲ each of your students
- ▲ your entire class
- ▲ your grade level
- ▲ your school
- ▲ your system

INTENDED AUDIENCE:

- ▲ Curriculum Directors
- ▲ Test Coordinators
- ▲ Department/Grade Level Chairs
- ▲ Teachers
- ▲ Staff responsible for entering data into AIM

January 12-13, Hilton Garden Inn, Missoula

- Information and registration online: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_9
- Make hotel reservations: **406-532-5300**. For the conference rate, the room block code is OPI Assessment.

February 1 -2, Double Tree by Hilton, Billings (formerly the Crowne Plaza)

- NOTE: The conference dates have been changed as has the name of the site.
- Information and registration online: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_9
- Make hotel reservations: **406-238-4309**. For the conference rate, the room block code is Room Block Code OPI.
- Reservations made for the cancelled January dates need to be cancelled. Please call the Double Tree to cancel and/or rebook.

The conference program is being finalized and will be available by December 1. The format will be similar to previous years and will focus on the administration and other facets of all the MontCAS assessments and data.

We are pleased to announce our keynote speakers for the first day of each conference:

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

Employee Name Sample
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/11-13/16</u>	<u>21</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 Assessment Conference Attach Brochure/Agenda

Location Missoula, MT

Departure Date 1/11/16

Return Date 1/13/16

Departure Time 12:00 p.m.

Return Time 8:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 x .54 ./ .2 = 110.16

Per Diem 2 days + supper= 85.00

Registration _____ PO# _____ = 75.00

Hotel _____ PO# _____ =210.00

Other _____ PO# Airfare = - 0 -

Other _____ PO# Luggage = - 0 -

Sub Total 480.16

Budget Title I Schoolwide 115.90.494.2213.582.117 (75%) \$
Tech 129/226.78.162.2220.582 (25%) \$

Check Total \$195.16

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____