

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/26/16



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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
-

Date: 10/12/16

To: John Rouse
Superintendent

From: Toni Tatsey
Title: KW-VC Principal

Subject: Out of State Travel-NIISA

Description: Request approval to attend the NIISA Annual Meeting in Las Vegas, Nevada, depart December 4 - return December 7, 2015.

Financial Impact: \$1,726.58 (Lodging \$500.00; Reg \$350.00; Mileage \$68.58 Per Diem \$333.00; Airfare \$500.00; Luggage \$50.00).

Funding Source (Budget/grant, etc.): KW-VC Administrative Travel Budget

Attachment(s): Travel Request/Agenda

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

Comments: _____

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



**NIISA
2016 ANNUAL CONFERENCE
HARRAH'S HOTEL AND CASINO, LAS VEGAS
DECEMBER 5TH AND 6TH, 2016**

HOTEL INFORMATION

RESERVATIONS: 1-888-458-8471 CODE: SHNII6
ROOM RATE: \$97 single/double occupancy (12% Clark County Room Tax)
On line: <https://resweb.passkey.com/go/SHNII6>

RESERVATION CUT-OFF: Friday, November 2, 2016

TENTATIVE AGENDA

Saturday & Sunday	December 3rd and 4th	Basics of Impact Aid (FISEF) Register at NAFIS-(202) 624 5455
Sunday	December 4th	Registration- Foyer A- 1:00-4:30 NIISA Board meeting RM TBA
Monday	December 5th	Registration Foyer A-8:00-4:00 Breakfast buffet-7:45-8:30 Conference: NIISA-8:30-4:00
Tuesday	December 6th	Beverage service-7:45-8:30 RM TBA Brunch-11:00 NIISA breakouts-8:30-3:30 RM TBA NIISA Annual Mtg: 1:00-3:30

REGISTRATION

MEMBERS: \$350

Registration received after **November 25, 2016** will be charged an additional \$50 fee. Checks or money orders payable to:

NON MEMBERS: \$400

NIISA
Attn: Dan Hudson
384 South 3rd Street
Lander, Wyoming 82520

Cancellation/Refund Policy: Request must be made in writing to: Brent Gish, P.O. Box 30, Naytahwaush, MN 56566 Email: gishbd@arvig.net Fax: (218) 935 2740

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

Employee Name Sample Request
Building _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>12/5, 6, 7, 2016</u>	<u>24</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 NIISA Winter Conference **(Attach Brochure/Agenda)**

Location Las Vegas, Nevada

Departure Date 12/4/16

Return Date 12/7/16

Departure Time 4:00 p.m.

Return Time 5:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .54 = \$ 68.58

Per Diem 2 dys @ 90 + \$30IS + \$48OS = \$ 258.00

Registration PO# _____ = \$ 350.00

Hotel PO# _____ = \$ 500.00

Other PO# Airfare = \$ 500.00

Other PO# Luggage receipt required upon return = \$ 50.00

Sub Total \$1,726.58

Budget 126.10.120.2410.582 (100 %) \$ 376.58

Check Total \$376.58

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____