

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 06/29/16



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: 06/17/16

To: John P. Rouse
 Superintendent

From: Jeri Matt
Title: Curriculum

Subject: **In-State Travel eGrants Training in Helena**

Description: I am requesting travel to attend the eGrants Training in Helena on July 28, 2016.

Financial Impact: \$ 241.32

Funding Source (Budget/grant, etc.): Impact Aid Funds for professional development

Attachment(s): agenda

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

Comments: _____

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



Montana
Office of Public Instruction
Superintendent Denise Juneau

From: **OPI** <spieske@mt.gov>
Date: Mon, Jun 6, 2016 at 11:45 AM
Subject: 2016 Summer E-grants Training
To: johnr@bps.k12.mt.us

2016 Summer E-grants Training

Once again this summer, the Montana Office of Public Instruction (OPI) will be traveling around the state to host E-grants training. There are various dates and locations that you can choose to attend. This will be an opportunity for staff members who work in the E-grants system to gain more knowledge and insight into this program, and to go over some of the new changes that have occurred to the E-grants system. Please bring your E-grants login information so that you will be able to fill out your ESEA Consolidated Application and any of the Title programs in which your district receives federal funding. **Please note the change to the Glendive training date.** The Summer E-grants Tour Schedule is as follows:

Each training session will start at 9:00 a.m. and end at 3:00 p.m.

July 28th and August 16th

Helena, Montana
Helena High School Library Computer Lab
1300 Billings Avenue

July 26th

Kalispell, Montana
Glacier High School Computer Lab
375 Wolfpack Way

July 22nd

Butte, Montana
East Middle School Library Computer Lab
2600 Grand Avenue

No registration is necessary. Please contact Shawna Pieske [406-444-5660](tel:406-444-5660) or spieske@mt.gov with any questions that you may have.

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

Employee Name Jeri Matt
Building Curriculum

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/28/2016</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 e-Grants Training (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 7/27/16

Return Date 7/28/16

Departure Time 3:00 p.m.

Return Time 6:30 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 @ .54 = \$ 92.88

Per Diem 1 days @ \$35.00 + \$15 = \$ 50.00

Registration PO# _____ = \$ - 0 -
 Hotel PO# _____ = \$ 99.44
 Other PO# Airfare _____ = \$ - 0 -
 Other PO# Luggage _____ = \$ - 0 -

Sub Total \$ 241.32

Budget _____ (75 %) \$ _____
_____ (25 %) \$ _____

Check Total \$ 142.88

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____