

**Browning Public Schools**  
**Board Agenda Request**  
**Meeting To Be Held: June 13, 2017**



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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:** June 6, 2017

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

**From:** John Rouse  
**Title:** Superintendent

**Subject:** Instate Travel - MCEL

**Description:** Request approval for Board of Trustees to attend the Montana Conference of Education Leadership Conference (MCEL) in Billings, Mt. October 18, 19, & 20, 2017

**Financial Impact:** \$927.64

**Funding Source (Budget/grant, etc):** Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

**Attachment(s):** Leave-Travel Request/Conference Agenda

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

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

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



**G**overned by Elected Trustees

**R**esponsive to the needs of each Community

**E**xcellent, Efficient, Equitable, and Empowered

**A**dapting and Innovating to Advance Student Achievement for Each Child in Montana's Public Schools

**T**rusted through Transparency and Openness

**“Leadership for Transforming Education, Empowering Montana Students!”**

**Schedule at a Glance**  
**October 18-20, 2017 - Billings, Montana**

**Wednesday, October 18, 2017**

12:00 PM	5:00 PM	Registration – Double Tree (2 <sup>nd</sup> Floor)
1:00 PM	5:00 PM	Innovative Virtual Learning Experience (Six 30-minute sessions) - Recap of the 2017 Legislative Session - School Law
3:00 PM	5:00 PM	WCRRP Board Meeting

**Thursday, October 19, 2017**

7:30 AM	5:00 PM	Registration – Double Tree (2 <sup>nd</sup> Floor)
7:30 AM	8:30 AM	Meet & Greet with Exhibitors – Northern Hotel Coffee & Pastries
8:30 AM	9:30 AM	Presentation of Flag & Awards Ceremony – Alberta Bair Theater
9:30 AM	10:30 AM	General Session – Alberta Bair Theater
10:45 AM	11:35 AM	Clinic Sessions I
11:35 AM	1:00 PM	Lunch on your own Visit with Exhibitors – Northern Hotel
11:45 AM	1:00 PM	SAM Board Meeting - Administrators
1:00 PM	1:50 PM	Clinic Sessions II

2:05 PM	2:55 PM	Clinic Sessions III
3:00 PM	4:00 PM	Break with Exhibitors – Northern Hotel ** 3:30 pm Exhibitor Drawings & Giveaways
4:00 PM	5:00 PM	MTSBA Regional Trustee Meetings SAM Business Meeting MASBO Membership Meeting
5:00 PM	6:00 PM	Indian School Board Caucus Board Meeting
5:00 PM	7:00 PM	University Alumni Receptions (MSU & UM)
7:00 PM	9:30 PM	MREA & MCS Reception – Everyone Welcome – Double Tree Petroleum Club – 20 <sup>th</sup> Floor

**Friday, October 20, 2017**

7:30 AM	11:00 AM	Registration – Double Tree (2 <sup>nd</sup> Floor)
7:30 AM	8:30 AM	MTSUIP/WCRRP Membership Meeting and Breakfast
8:30 AM	10:30 AM	MTSBA Annual Business Meeting - Trustees
8:45 AM	9:35 AM	Clinic Sessions IV
9:50 AM	10:40 AM	Clinic Sessions V
10:30 AM	11:00 AM	MTSBA Board Meeting - Trustees
10:55 AM	11:45 AM	Clinic Session VI
12:00 PM	1:30 PM	General Session – Alberta Bair Theater

Schedule subject to change

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

Employee Name \_\_\_\_\_

Employee #10446

Building \_\_\_\_\_

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</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 Name/Meeting/Activity 2017-2018 MCEL Conference

Location Billings, MT (Attach documentation for Hotel, Airlines & Conference Agenda)

Departure Date 10/18/17 Return Date 10/20/16

Departure Time 1:00 pm Return Time 8 pm

Transportation:  District Vehicle Per Diem 2 dys @ \$35+\$15S = 85.00

Personal Vehicle Mileage 692 @ .535 = 370.22

Attachments:  Professional Development Form

Hotel Confirmation ..... Purchase Order # 20784 = 222.42

Airline Itinerary ..... Purchase Order # \_\_\_\_\_ = \_\_\_\_\_

Conference Schedule/Registration..... Purchase Order # 20781 = 250.00

**SUBTOTAL \$927.64**

BUDGET 126.90.160.2310.582.8 (75%) \$341.42 CHECK TOTAL **\$455.22**

226.90.160.2310.582.8 (25%) \$113.80

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

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

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