

Browning Public Schools
Board Agenda Request
Meeting To Be Held:



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: 2/27/17

To: **John Rouse**
 Browning Public Schools

From: John Salois
Title: High School Principal

Subject: **MT. Assoc. of Secondary School Principals 2017 Annual Spring Conference**

Description: Request approval for Kari McKay to attend MT. Assoc of Secondary School Principals 2017 Annual Spring Conference 4/6-7/2017.

Financial Impact: \$ 585.62

Funding Source (Budget/grant, etc.): 226.60.150.2410.582.0000

Attachment(s):

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

Comments: _____

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



Montana Association of Secondary School Principals
2017 Annual Spring Conference
April 6-7, 2017
Best Western Premier Helena Great Northern Hotel
Helena, MT

Thursday, April 6, 2017 -- Spring Conference

Welcome, Comedians Nina G & Michael Beers, Cambridge Education Services, Legislative Update, Mini EdCamps, SAM Updates, Exhibitor BINGO & Reception

Friday, April 7, 2017 -- Spring Conference

Annual Business Meeting, Cambridge Education Services, Lunch and Presentations, Comedians Nina G & Michael Beers - "What it's Like to be a Learning Disabled Principal"

- **Are you aware of the new ACT® changes?**
- **Are you interested in improving student scores 2 to 3 scaled score points on average?**
- **Does Data frustrate you and you wish it was easier to support staff and students?**

Wouldn't it be nice if an expert can speak about all of these and share how schools can further impact student test scores for college admissions and scholarships?

ACT Success, Motivating Staff and Students, Networking, and Advocacy for Montana Schools.

Hotel Room Block -- Block Expires March 6, 2017

Best Western Premier Helena Great Northern Hotel, 835 Great Northern Blvd, 406-457-5500

Refer to the MASSP SPRING CONFERENCE room block to receive the \$137.00 per night rate.

Register by Friday, March 17, 2017 and qualify for our Early Bird Discount!

Cancellations received after 5:00 pm March 28th are subject to a \$30 cancellation fee

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

Employee Name _____
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/6-7/17</u>	<u>8.8</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 MT Association of Secondary School Principals (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 4/5/17

Return Date 4/7/17

Departure Time 3:00 p.m.

Return Time 7:00 p.m.

Transportation:	<input checked="" type="checkbox"/> Personal Vehicle	Mileage <u>344 @ .535</u> = \$ <u>92.02</u>
	<input type="checkbox"/> District Vehicle	Per Diem <u>2 Dy/1 Dr</u> = \$ <u>85.00</u>
	<input type="checkbox"/> Professional Development	

<input type="checkbox"/> Registration PO# _____	=	
<input checked="" type="checkbox"/> Hotel PO# _____	=	\$ <u>316.58</u>
<input type="checkbox"/> Other PO# _____	=	\$ _____
<input type="checkbox"/> Other PO# _____	=	\$ _____

Sub Total \$493.60

Budget 226.60.150.2410.582.0000 (100%) \$177.02
_____ (%)

Check Total \$177.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____