

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/30/18



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: 5/10/18

To **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
 Title: High School Principal

Subject: **MBI Summer Institute**

Description: Request approval for Billie Jo Juneau to attend Montana Behavior Initiative Summer Institute in Bozeman MT June 18-22 ,2018.

Financial Impact: **\$1,153.63**

Funding Source (Budget/grant, etc.): Good Medicine Grant 115.90.465.1000.582.206

Attachment(s): Agenda/Travel Request

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

Comments: _____

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

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

Employee Name Billie Jo Juneau
Building BHS

Employee #11760
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/17/2017 - 6/22/2018</u>	<u>40</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 MBI Summer Institute **(Attach Brochure/Agenda)**

Location Bozeman, MT

Departure Date 6/17/2018

Return Date 6/22/2018

Departure Time 3:00 pm

Return Time 4:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 534 @ .545 ÷ 2 = \$ 145.52

Per Diem 5 @ \$35 + D 15 = \$ 190.00

Registration PO# = \$ 275.00

Hotel PO# = \$ 818.11

Other PO# = \$ - 0.00 -

Other PO# = \$ - 0.00 -

Sub Total \$ 1428.63

Budget 115.90.465.1000.582.206 (100 %) \$335.52

 (%) _____

Check Total \$335.52

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____