

Browning Public Schools
Board Agenda Request
Meeting to Be Held: September 29, 2016



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: September 20, 2016

To: **John Rouse**
 Superintendent

From: Julie A. Hayes
Title: Middle School Principal

Subject: Approval for travel to Helena for SRI/math grant conference

Description: I am asking for approval to travel to Helena on October 9-11 to attend the SRI/Title I Math grant training.

Financial Impact: \$386.88

Funding Source (Budget/grant, etc.): **Administrators Travel Budget** 126.50.130.2410.582 (100%) to be reimbursed by SRI grant funds

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

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

Comments: _____

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

Title I School Support /SRI Training

October 10, 2016

Radisson Colonial Inn - Helena

Meeting Room	8:00 - 8:30 Breakfast and Pastries	8:30-10:30 Keynote Speaker Jim Fitzgerald	10:30-10:45 Break	10:45 - 12:00 Elementary & Secondary Literacy	12:00-1:00 Collaborative SLT Meeting/Lunch Provided	1:00 - 2:15 Elementary & Secondary Literacy	2:15 - 2:30 Break	2:30 - 4:30 Elementary & Secondary Literacy
Ballroom	All Schools	All Schools			All Schools			
Lewis				TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training
Montana				Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework
Legislative/Judicial				IES/SRI Schools		IES/SRI Schools		IES/SRI Schools

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Tuesday, October 11, 16

Meeting Room	8:00 - 8:30 Breakfast and Pastries	8:30 - 10:30 Elementary & Secondary Literacy	10:30-10:45 Break	10:45 - 12:00 Elementary & Secondary Literacy	12:00-1:00 Collaborative SLT Meeting Lunch Provided	1:00 - 2:15 Elementary & Secondary Literacy	2:15 - 2:30 Break	2:15 - 3:30 Team Planning Time**
Ballroom	All Schools				All Schools			
Lewis		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training		TBD Elementary Literacy Schools CORE Sourcebook Training
Montana		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework		Ann Ganzert Secondary Literacy Schools Unpacking the Instructional Framework
Legislative/Judicial		IES/SRI Schools		IES/SRI Schools		IES/SRI Schools		IES/SRI Schools

**Here's What, So What, Now What? Document turned in at the Registration Desk before you leave and pick up Renewal Units

	Elementary Literacy: Ashland Wyola			Secondary Literacy: Great Falls HS Browning HS			SRI Schools: Anaconda HS Browning HS Hardin MS Browning MS	
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**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Julie Hayes
Building _____

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/10 & 10/11</u>	<u>16</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 Title I School Support Training **Attach Brochure/Agenda**

Location Helena, MT

Departure Date 10/9/16

Return Date 10/11/16

Departure Time 2:00 p.m.

Return Time 7:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 x .54 / 2 = 92.88

Per Diem 2 days + supper = 85.00

Registration _____ PO# _____ = - 0 -
 Hotel _____ PO# _____ =209.00
 Other _____ PO# Airfare = - 0 -
 Other _____ PO# Luggage = - 0 -

Sub Total \$386.88

Budget 126.50.130.2410.582 (100%) \$ 177.88
to be reimbursed by SRI Grant (0%) \$ _____

Check Total \$177.88

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____