

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 9, 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: August 2, 2016

To: Board Trustee
Browning Public Schools

From: John Rouse
Title: Superintendent

Subject: Instate Travel - MCEL

Description: Request Board of Trustees, John Rouse, Everett Holm, Jennifer Wagner, to attend the Montana Conference of Education Leadership Conference (MCEL) October 19, 20, & 21, 2016 in Billings, Mt.

Financial Impact: \$1,070.68

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: _____

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



Montana Conference of Education Leadership

Collaboration is the Glue that holds G.R.E.A.T. together

Governed by Elected Trustees

Responsive to the needs of each Community

Excellent, Efficient, Equitable, and Empowered

Adapting and Innovating to Advance Student Achievement for Each Child in Montana's Public Schools

Trusted through Transparency and Openness

October 19-21, 2016 -Billings, Montana

Association Board of Director Meeting – Wednesday, October 19:

8:00 am – 10:00 am MTSUIP Board Meeting w/Breakfast

8:00 am – 10:00 am WCRRP Board Meeting w/Breakfast

10:00 am – 12:30 pm SAM Board Meeting w/Lunch

10:00 am – 12:30 pm MASBO Board Meeting w/Lunch

10:15 am – 12:30 pm MTSBA Board Meeting w/Lunch

12:00 pm – 1:00 pm HSM Board Meeting w/Lunch

WEDNESDAY, OCTOBER 19, 2016

9:00 am – 5:00 pm Registration – Radisson

1:00 pm – 5:00 pm School Law Pre-Conference Session

2:55 pm – 3:10 pm Break

5:00 pm – 6:00 pm MQEC Meeting

THURSDAY, OCTOBER 20, 2016

7:30 am – 5:00 pm Registration – Radisson

7:30 am – 8:00 am Continental Breakfast, Montana Convention Center

8:00 am – 9:00 am Presentation of Flag & Awards Ceremony

9:00 am – 9:15 am Break

9:15 am – 10:30 am Opening General Session, Montana Convention Center

10:40 am – 11:30 am Clinic Sessions I

- 11:45 am – 1:00 pm Strolling Lunch, Montana Convention Center OR
Lunch on your own
- 1:10 pm – 2:00 pm Clinic Sessions II
- 2:10 pm – 3:00 pm Clinic Sessions III
- 3:10 pm – 4:00 pm Break - with exhibitors, Montana Convention Center
** 3:30 pm Exhibitor Drawings
- 4:00 pm – 5:00 pm MTSBA Regional Director 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 - Radisson Lobby

FRIDAY, OCTOBER 21, 2016

- 7:30 am – 11:00 am Registration – Radisson
- 7:30 am – 8:30 am MTSUIP/WCRRP Membership Meeting and Breakfast
- 8:30 am – 10:30 am MTSBA Annual Business Meeting - Trustees
- 8:40 am – 9:30 am Clinic Sessions IV
- 9:40 am – 10:30 am Clinic Sessions V
- 10:40 am – 12:00 pm Closing General Session, Montana Convention Center
- 12:10 pm – 1:00 pm MTSBA Board Meeting

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

Employee Name _____
Building _____

Employee #10446
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
October 18-21	<u>28</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 Name/Meeting/Activity MCEL Conference

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

Departure Date 10-18-16 Return Date 10-21-16

Departure Time 1:00 pm Return Time 11pm

Transportation: District Vehicle Per Diem 3 dys @ \$35+\$15S =132.00
 Personal Vehicle Mileage 692 ÷ 2 @ .54 =373.68

Attachments: Professional Development Form
 Hotel Confirmation Purchase Order # 20784 =315.00
 Airline Itinerary Purchase Order # _____ =
 Conference Schedule/Registration..... Purchase Order # 20781 =250.00

SUBTOTAL \$1,070.68

BUDGET <u>126.90.160.2310.582</u> (75 %) \$379.03	CHECK TOTAL \$505.68
<u>226.90.160.2310.582</u> (25 %) \$126.34	

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____