

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 04/26/2017



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input checked="" type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide	

Date: 04/15/2017

To: **John Rouse**
Superintendent

From: Wayne Hall
Title: Transportation Supervisor

Subject: **In State Travel: MT Association of Public Transportation**

Description: I am requesting to attend the Montana Association of Public Transportation Workshop in Great Falls, MT on June 21, 2017 to June 23, 2017. Other BPS bus driver's will be attending the workshop/training with me.

Financial Impact: \$545.41

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

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

Comments: _____

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

MAPT Bus Driver's Conference

June 21-23, 2017

Heritage Inn

Great Falls, MT

Wednesday June 21, 2017

Registration	8:00-5:00
First Aid & CPR Classes	9:00-11:00 11:00-1:00 1:00-3:00 3:00-5:00
Resolving Conflicts by Understanding Diversity-Denny Coughlin	1:00-2:00
Expectations of Terrorism for Our Industry-Denny Coughlin	2:05-3:05
Keys of Driver for the School Bus Driver-Denny Coughlin	3:15-4:15
Smoking the Bus/Bus Evacuations-Denny Coughlin	4:20-5:20
Operation Lifesaver-Clark Wheeler	1:00-3:00
Road-E-O Judges	1:30-5:30
Road-E-O Drivers	2:00-5:30

(There will no longer be credit hours offered for Observing the Road-E-O. In order to receive credit hours, drivers must participate.)

BBQ	5:30-6:30
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Thursday, June 22, 2017

Vendor Breakfast/Vendor Show	6:30-7:45
Driver Actions After a Serious Crash	8:00-9:00 9:10-10:10
The Bus in the Classroom: Learning from the Educators-Pete Meslin	10:30-12:40
Crash Data-Charlie Vitts	10:30-12:40
Island of Misfit Toys-Doug Kellie	8:00-12:40
Supervisor's Class-Darnell Stucker, Michael Edwards, Bruce Kubler	8:00-11:30

(Note: The Supervisor's Class is for Supervisors Only)

DMV Updates and Regulations-Patrick McJanet	8:00-12:40
Operation Lifesaver-Clark Wheeler	8:00-10:10
DEQ-Kyla Maki	8:00-12:40
Homeless-Trish Kirschten	8:00-12:40
ASE Certification-Walt Commans	8:00-10:10
Lunch	12:45-1:30
Class to be Determined-Bruce Kubler	1:45-2:45
	2:55-3:55
	4:15-5:15
Afternoon Break	3:55-4:15
What to Say or Not to Say-Dawn Brooks	1:14-2:45
	2:55-3:55
	4:15-5:15
Leadership Skills for Everyone's Inner Leader-Pete Meslin	1:45-2:45
The Child Check Issue: Headlines You Don't Want-Pete Meslin	2:55-3:55
What You Know About Special Ed. That Just Aint So-Pete Meslin	4:15-5:15
Associate Meetings	5:30-6:00
Awards Dinner	6:00-7:00
Bingo	7:30-9:00

Friday, June 23, 2017

Breakfast	6:30-7:45
Secret to Happiness from the Luckiest Man Alive-Denny Coughlin	8:00-9:45
Keynote: Makayla's Story-Daniel Sperry	10:15-12:30
Lunch	12:30-1:15
Business Meeting	1:15-2:00
Adjourn-Drive Safely!	2:00

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

Employee Name Wayne Hall
Building Transportation Dept.

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>06/21/2017</u>	<u>8</u>	<u>SR</u>
<u>06/22-06/23/17</u>	<u>8,8</u>	<u>SR,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 Montana Association of Public Transportation

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

Departure Date 06-21-2017 Return Date 06-23-2017

Departure Time 8:00 am Return Time 5:00 pm

Transportation: District Vehicle Per Diem 2 days @ \$35 + 1 \$12L = \$ 82.00

Personal Vehicle Mileage 254 ÷ 2 @ .535 = \$ 67.95

Attachments: Professional Development Form

Hotel ConfirmationPurchase Order # _____ = \$ 235.26

Airline Itinerary Purchase Order # _____

Conference Schedule/Registration....Purchase Order # _____ = \$ 160.00

SUBTOTAL \$545.21

BUDGET 110-96-167-2710-0582-0000 (60 %) \$ 89.97
210-96-167-2710-0582-0000 (40 %) \$ 59.98

CHECK TOTAL \$149.95

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____

Date _____