

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 10, 2020



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: March 3, 2020

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: In-state travel: Educators Career Fair

Description: Request in state travel for John Salois, Jennifer Wagner and Billie Jo Juneau to attend the University of Montana Educator's Career Fair in Missoula, MT. March 23, 2020.

Financial Impact: \$707.88 each

Funding Source: Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

Attachment(s): Travel Request/Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

EDUCATORS CAREER FAIR

Monday, March 23, 2020

About Us

Meet Our Team

Schedule an Appointment

Discover Your Path

Career Resources

Career Fairs

Educators Career Fair

Employers Attending

Industrial Tech Career Fair

Reserve an Interview Room

Presentation Request

Monthly Newsletter

Donate

Educators Career Fair

Join the University of Montana Career Services for the 35th annual Educators Career Fair on March 23rd, 2020 the University Center Ballroom. This is an excellent opportunity for teacher candidates to network with Montana School Districts and Out-of-state School Districts to find full time employment opportunities. Teacher candidates are invited to attend information sessions presented by the school districts on Monday, March 23rd before the career fair.

Students

Attendance Fee: FREE

Student attendance is free! Please come prepared with a resume and read about [how to prepare for Career Fairs](#).

Schedule of Events

8 am - 9 am: Mock Interview & Strategy Session for Students, UC 225

9 am - 11 am: School District Information Sessions, UC 3rd Floor

11 am - 2 pm: Educators Career Fair, UC Ballroom

[See a list of attending employers!](#)

School Districts

Montana School Districts

- Registration Fee: \$125
- Additional Recruiters: \$15

Out-of-State School Districts

- Registration Fee: \$275
- Additional Recruiters: \$15

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

Employee Name Sample Travel
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 23, 2020</u>	<u>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 University of Montana Educators Career Fair (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 3/22/2020

Return Date 3/23/2020

Departure Time 11:00 am

Return Time 6:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @ .575/2 = \$117.30
Per Diem L,D @ \$27 & 1 day @ \$36. = \$ 63.00

Registration PO# 36936 = \$ 305.00
 Hotel PO# 36935 = \$222.58
 Other PO# _____ = \$ - 0.00
 Other PO# _____ = \$ - 0.00

Sub Total \$707.88

Budget 126.90.160.2317.582 (75 %) \$135.23
226.90.166.2317.582 (25 %) \$. 45.07

Check Total \$180.30

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____