

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/13/18



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: 11/5/18

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel-Hazard and Emergency Plan Rulemaking Committee

Description: Request approval for DeeAnn Kipp to travel to the Hazard and Emergency Plans Negotiated Rulemaking Committee meeting in Helena, MT December 4, 2018

Financial Impact: 387.48

Funding Source (Budget/grant, etc.): 126/226.90.890.3300.582

Attachment(s): Agenda/Leave Request

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

Comments: _____

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

Elsie Arntzen, Superintendent

PO Box 202501
Helena, MT 59620-2501
406.444.5643
In-State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First **A⁺**



Hazard and Emergency Plans Negotiated Rulemaking Committee Agenda

Tuesday, December 4, 2018

10 a.m. to 4 p.m.

Best Western Great Northern Hotel
835 Great Northern Blvd, Helena, MT

Committee members are welcome to arrive at 9:30 a.m. to check computer or device connectivity.

The Committee is scheduled to break for lunch at noon.

The Committee will move through the agenda as needed.

10 a.m. Call to Order and Recap
 Committee Membership
 Committee's Consensus Definition
 Confirm Facilitator
 Negotiated Rulemaking Roles, Responsibilities, and Process
 Rule Amendment and New Rule Language
 Overview of Economic Impact Analysis
 Committee Consideration of the Draft Economic Impact Statement
 Final Report of the negotiated rulemaking Committee
 Negotiated Rulemaking Timeline
 Public comment

4 p.m. Adjourn

All comments received become part of the official public record of the Negotiated Rulemaking Committee proceedings in accordance with §2-3-212, MCA.

BROWNING PUBLIC SCHOOLS

Leave Report/Travel Request

Employee Name DeeAnn Kipp

Employee # _____

Building _____

Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</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 Hazard & Emergency Plans Rulemaking Committee (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 12/3/18

Return Date 12/4/18

Departure Time 2:00 p.m.

Return Time 7:00 p.m.

Transportation: ☒ Personal Vehicle Mileage 344x.545 = \$ 187.48
☐ District Vehicle Per Diem 1 day @ \$35.00 + 1 Supper @ \$15.00 = \$ 50.00
☐ Professional Development

☒ Registration PO# _____ = \$ 0.00
☒ Hotel PO# _____ = \$150.00
☐ Other PO# Airfare _____ = \$ 0.00
☐ Other PO# Luggage _____ = \$ 0.00

Sub Total \$387.48

Budget 126.90.890.3300.582 (75 %) \$178.11

226.90.890.3300.582 (25 %) \$. 59.37

Check Total \$237.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site