

Browning Public Schools
Board Agenda Request
Meeting to Be Held: September 12, 2017



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- 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
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Date: September 5, 2017

To: **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
Title: High School Principal

Subject: **In State Travel**

Description: I am requesting approval for travel to attend the Montana Conference of Education Leadership Conference (MCEL) in Billings 18, 19, & 20, 2017

Financial Impact: \$787.49 ea

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: _____



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

Trusted through Transparency and Openness

“Leadership for Transforming Education, Empowering Montana Students!”

Schedule at a Glance
October 18-20, 2017 - Billings, Montana

Wednesday, October 18, 2017

12:00 PM	5:00 PM	Registration – Double Tree (2 nd Floor)
1:00 PM	5:00 PM	Innovative Virtual Learning Experience (Six 30-minute sessions) - Recap of the 2017 Legislative Session - School Law
3:00 PM	5:00 PM	WCRRP Board Meeting

Thursday, October 19, 2017

7:30 AM	5:00 PM	Registration – Double Tree (2 nd Floor)
7:30 AM	8:30 AM	Meet & Greet with Exhibitors – Northern Hotel Coffee & Pastries
8:30 AM	9:30 AM	Presentation of Flag & Awards Ceremony – Alberta Bair Theater
9:30 AM	10:30 AM	General Session – Alberta Bair Theater
10:45 AM	11:35 AM	Clinic Sessions I
11:35 AM	1:00 PM	Lunch on your own Visit with Exhibitors – Northern Hotel
11:45 AM	1:00 PM	SAM Board Meeting - Administrators
1:00 PM	1:50 PM	Clinic Sessions II

2:05 PM	2:55 PM	Clinic Sessions III
3:00 PM	4:00 PM	Break with Exhibitors – Northern Hotel ** 3:30 pm Exhibitor Drawings & Giveaways
4:00 PM	5:00 PM	MTSBA Regional Trustee 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 – Double Tree Petroleum Club – 20 th Floor

Friday, October 20, 2017

7:30 AM	11:00 AM	Registration – Double Tree (2 nd Floor)
7:30 AM	8:30 AM	MTSUIP/WCRRP Membership Meeting and Breakfast
8:30 AM	10:30 AM	MTSBA Annual Business Meeting - Trustees
8:45 AM	9:35 AM	Clinic Sessions IV
9:50 AM	10:40 AM	Clinic Sessions V
10:30 AM	11:00 AM	MTSBA Board Meeting - Trustees
10:55 AM	11:45 AM	Clinic Session VI
12:00 PM	1:30 PM	General Session – Alberta Bair Theater

Schedule subject to change

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

Employee Name John Salois
Building High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/18-20, 2017</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 MCEL Conference (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 10/18/17

Return Date 10/20/17

Departure Time 3:00 p.m.

Return Time 09:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 692 @ .535 = \$ 185.11
Per Diem 2 days @ \$35 +15 S = \$ 85.00

Registration PO# _____ = \$ 275.00
 Hotel PO# _____ = \$ 222.42
 Other PO# _____ = \$ _____
 Other PO# _____ = \$ _____

Sub Total \$784.49

Budget 226.60.150.2410.582 (100 %) 270.11
_____ (_____ %) \$ _____

Check Total \$ 270.11

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____