

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: April 25, 2018



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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:**      April 17, 2018

**To:**          **Corrina Hall Guardipee**  
                    Superintendent

**From:**      Tony Wagner  
**Title:**      Athletic Director

**Subject:** **In-State Travel to Divisional Track meet**

**Description:** Divisional Track meet at Polson on May 18 and May 19, 2018

**Financial Impact:** **\$326.42**

**Funding Source (Budget/grant, etc.):** Salaries, plus benefits, and payroll costs to be charged against student activities program budget as applicable.

**Attachment(s):** Travel Request/Schedule

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

**Comments:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

## **Browning High School Track Schedule**

Parent Meeting March 5, 2018 5:00pm

First Day of Practice March 12, 2018

Saturday March 24, 2018	@ Cut Bank
Thursday March 29, 2018	@ Cut Bank
Wednesday April 4, 2018	@ Kalispell 3:00pm
Saturday April 7, 2018	@ Frenchtown 10:30am
Tuesday April 10, 2018	@ Kalispell 1:00pm
Saturday April 21, 2018	@ Columbia Falls 9:30am
Saturday April 28, 2018	@ Whitefish 10:00am
Tuesday May 1, 2018	@ Whitefish 3:00pm
Thursday May 3, 2018	@ Great Falls Freshmen
Saturday May 5, 2018	@ Kalispell 9:00am
Saturday May 12, 2018	@ Polson 9:30am
Friday May 18, 2018	Divisional @ Polson TBA
Saturday May 19, 2018	Divisional @ Polson TBA
Friday May 25, 2018	State @ Laurel TBA
Saturday May 26, 2018	State @ Laurel TBA

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

Employee Name TONY WAGNER

Employee # \_\_\_\_\_

Building BROWNING HIGH SCHOOL

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

Date of Leave

Hours

Type of Leave

5/18/18 to 5/19/18

16

SR

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

SL Sick Leave

\*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral \_\_\_\_\_  
(Master Contract Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

**\*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 Northwestern A Divisional Track Meet Attach Brochure/Agenda

Location Polson, Montana

Departure Date 5/18/18

Return Date 5/19/18

Departure Time 8:00am

Return Time 10:00 PM

Transportation: ☒ Personal Vehicle

Mileage 276 @ .545 = \$150.42

☐ District Vehicle

Per Diem \$12, \$15, \$35 = \$61.00

☐ Professional Development

☐ Registration PO# \_\_\_\_\_ = \$ 0

☐ Hotel PO# 1 x 115.00 = \$115.00

☐ Other PO# \_\_\_\_\_ Airfare = \$ 0

☐ Other PO# \_\_\_\_\_ Luggage = \$ 0

**Sub Total \$ 326.42**

Budget 226.60.720.3500.582 (10%) \$211.42  
(0%)

**Check Total \$211.42**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_