

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/25/17



-
- 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: 1/17/17

To: **John Rouse**
 Superintendent

From: Tony Wagner
Title: Activities Director

Subject: **In State Travel: Western Class A Meeting**

Description: Request to attend the Western Class A meeting in Missoula, MT February 8, 2017.

Financial Impact: \$391.28

Funding Source (Budget/grant, etc.): Activities Director Travel Budget

Attachment(s): Leave Request/Meeting Notice

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

Comments: _____

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

From: **Scott Wilson** <swilson@polson.k12.mt.us>

Date: Tue, Jan 17, 2017 at 7:09 AM

Subject: Re: Missoula Meeting

To: Tony Wagner <tonyw@bps.k12.mt.us>

Tony,

There will be a Western Class A meeting in Missoula on February 8th at 10:00 AM at the Press Box.

The agenda for the meeting will be to finalize the language of the Western A bi-laws and determine sites for NW A district tournaments and Western A combined divisional tournaments.

Thanks. Scott

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

Employee Name TONY WAGNER
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/7/17</u>	<u>3</u>	<u>SR</u>
<u>2/8/17</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 NW/SW AD Meeting in Missoula February 8, 2017 (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 2/7/17

Return Date 2/8/17

Departure Time 2:00pm

Return Time 7:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @ .535 = \$ 218.28

Per Diem \$15 + \$35 = \$ 48.00

Registration PO# _____ = \$ _____

Hotel PO# _____ = \$ 125.00

Other PO# _____ = \$ _____

Other PO# _____ = \$ _____

Sub Total \$ 391.28

Budget 226.60.720.3500.582 (100%) 266.28
(30%)

Check Total \$266.28

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____