

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 5/25/22



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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:**        5/17/22

**To:**            Corrina Guardipee-Hall  
                    Browning Public Schools

**From:**        Jennifer Wagner  
**Title:**        Principal

**Subject:** **In State Travel: State Track in Butte, MT 2021-2022**

**Description:** Request travel to attend State Track in Butte, MT 5/26/22, 5/27/22 & 5/28/22

**Financial Impact:** \$ 569.90

**Funding Source (Budget/grant, etc.):** 226.60.150.2410.582

**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 TRACK SCHEDULE  
2021-2022  
INDIANS

DATE	OPPONENT – HOME/AWAY	FR	JV	VARSITY	LEAVE TIME
3/26/22	Cut Bank Invitational - Away		9:30 am	9:30 am	7:30 am
4/2/22	Frenchtown - Away		10:00 am	10:00 am	5:00 am
4/9/22	Libby – Away		10:00 am	10:00 am	5:00 am
4/12/22	Kalispell – Away		TBA	TBA	TBA
4/23/22	Columbia Falls – Away		10:00 am	10:00 am	7:00 am
4/30/22	Whitefish – Away		10:00 am	10:00 am	7:00 am
5/5/22	Great Falls Frosh - Away	4:00 pm			12:00 pm
5/7/22	Kalispell - Away	10:00 am	10:00 am	10:00 am	6:30 am
5/12/22	Whitefish - Away		3:00 pm	3:00 pm	12:00 pm
5/14/22	Polson - Away		9:30 am	9:30 am	5:00 am
5/20/22	Divisionals at Hamilton			TBA	TBA
5/21/22	Divisionals at Hamilton			TBA	TBA
5/27/22	State at Butte			TBA	TBA
5/28/22	State at Butte			TBA	TBA

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

**Employee Name** Jennifer LaFromboise-Wagner  
**Building** Browning High School

**Employee #** \_\_\_\_\_  
**Substitute Name** NA

**LEAVE REPORT**

<b><u>Date of Leave</u></b>	<b><u>Hours</u></b>	<b><u>Type of Leave</u></b>
<u>5/26, 5/27 &amp; 5/28/22</u>	<u>24 hrs</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** Track State Tournaments **(Attach Brochure/Agenda)**

**Location** Butte, MT

**Departure Date** 5/26/22

**Return Date** 5/28/22

**Departure Time** 8:00 am

**Return Time** 10:00pm

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 472 x \$0.585 ÷2 = \$138.06  
**Per Diem** 3 Day @ \$36.00 = \$108.00

**Registration PO#** \_\_\_\_\_ = \$ 0.  
 **Hotel PO#** \_\_\_\_\_ = \$323.84  
 **Other PO#** \_\_\_\_\_ = \$ 0.  
 **Other PO#** \_\_\_\_\_ = \$ 0.

**Sub Total** \$569.90

**Budget** 226.60.150.2410.582 (100%) \$246.06  
 \_\_\_\_\_ (      %) \_\_\_\_\_

**Check Total** **\$246.06**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_