

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 4/24/24



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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:**   4/16/24

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

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

**Subject:** **In State Travel: State Track Tournament 2023-2024**

**Description:** Request travel for Jennifer Wagner to attend State Track Tournament in Billings, MT 5/23/24-5/25/24

**Financial Impact:** \$ \$1,207.084

**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 High School  
Track Schedule  
2023-2024**

Date	Day	JV	Varsity	Opponent	Site	Leave Time
3/30/24	Sat			Frenchtown	Frenchtown	
4/2/24	Tues		1:00pm	Browning	Browning	
4/9/24	Tues		1:00pm	Flathead Time Trials	Kalispell	
4/13/24	Sat			Libby	Libby	
4/16/24	Tues		1:00pm	Browning	Browning	
4/20/24	Sat		10:00am	Columbia Falls	Columbia Falls	
4/27/24	Sat		10:00am	Whitefish	Whitefish	
4/30/24	Tues			Eureka	Eureka	
5/2/24	Thurs			Great Falls	Great Falls	
5/4/24	Sat		10:00am	Kalispell	Kalispell	
5/7/24	Tues		1:00pm	Browning	Browning	
5/11/24	Sat		9:30am	Polson	Polson	
5/17/24	Fri		TBA	Divisional	Whitefish	
5/18/24	Sat		TBA	Divisional	Whitefish	
5/24/24	Fri		TBA	State	Laurel	
5/25/24	Sat		TBA	State	Laurel	

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

Employee Name Jennifer Wagner  
Building Browning High School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/23-5/24/24</u>	<u>16 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 State Track Tournament (Attach Brochure/Agenda)

Location Laurel, MT

Departure Date 5/23/24

Return Date 5/25/24

Departure Time 1:00 pm

Return Time 11:00pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 724 x \$0.67 = \$485.08  
Per Diem 2 Days @ \$51 + \$20D = \$122.00

Registration PO# \_\_\_\_\_ = \$ 0  
 Hotel PO# \_\_\_\_\_ = \$600.00  
 Other PO# \_\_\_\_\_ = \$ 0  
 Other PO# \_\_\_\_\_ = \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts      **Sub Total \$1,207.08**

Budget 226-60-150-2410-582 (100 %) \$607.08

**Check Total \$607.08**

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

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

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