

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/28/22



---

**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:**     9/16/22

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

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

**Subject:** **In State Travel: State Golf Tournament 2022-2023**

**Description:** Request travel for Jennifer Wagner to attend Golf State Tournament; Hamilton, MT  
9/29/22 - 10/1/22.

**Financial Impact:** \$ \$970.50

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

---

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

Browning High School  
22/23  
Golf Schedule

Date	Day	Event	Site	Time
8/11/22	Thurs	First Day for Practice		
8/15/22	Mon	Columbia Falls JV	Glacier View GC 20	9:30am
8/18/22	Thurs	Havre JV	Havre 25	9:00am
8/19/22	Fri	Browning	Marias Valley GC 13	10:00am
8/22/22	Mon	Columbia Falls Invitational	Meadow Lake GC 13	2:00pm
8/23/22	Tues	Whitefish	Whitefish Lakes GC 13	10:00am
8/25/22	Thurs	Ronan Invitational	Mission Mountain GC 13	10:00am
8/27/22	Sat	Browning JV	East Glacier Lodge GC 20	10:00am
9/1/22	Thurs	Frenchtown Invitational	King Ranch GC 13	10:00am
9/6/22	Tues	Havre JV	King Ranch GC 20	9:00am
9/7/22	Wed	Frenchtown JV	King Ranch GC 20	10:00am
9/9/22	Fri	Libby Invitational	Cabinet View GC 13	10:00am
9/12/22	Mon	Polson Invitational	Polson Bay GC 13	10:00am
9/16/22		Hamilton	13	
9/17/22	Sat	Hamilton Invitational	Hamilton GC 13	10:00am
9/19/22	Mon	Lewistown JV	Lewistown 20	10:30am
22				
9/22/22	Fri	Divisional Mike will	Libby 15	Tee Times
9/23/22	Sat	Divisional Go	Libby 15	10:00am
23				
9/29/22	Thurs	State	Hamilton GC 15	Tee Times
9/30/22	Fri	State	Hamilton GC 15	TBA
10/1/22	Sat	State	Hamilton GC 15	TBA

**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>9/29/22-10/1/22</u>	<u>24</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 Golf State Tournament (Attach Brochure/Agenda)

Location Hamilton, MT

Departure Date 9/29/22

Return Date 10/1/22

Departure Time 7:00 am

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 508 x \$.625 ÷ = \$317.50

Per Diem 3 Days @ \$51.00 = \$153.00

☐ Registration PO# \_\_\_\_\_ = \$ 0.

☐ Hotel PO# \_\_\_\_\_ = \$500.00

☐ Other PO# \_\_\_\_\_ = \$ 0.

☐ Other PO# \_\_\_\_\_ = \$ 0.

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$970.50

Budget 226.60.150.2410.582 (100 %) \$470.50  
( \_\_\_\_\_ %)

**Check Total \$470.50**

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

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

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