

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 17, 2023



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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: August 8, 2023

To: Corrina Hall Guardipee
 Superintendent

From: Tony Wagner
 Title: Athletic Director

Subject: **In-State Travel to Western A Fall Athletic Directors Meeting 2023-2024**

Description: Request travel to attend the Athletic Directors Meeting in Missoula Montana 8/17/23.

Financial Impact: \$318.24

Funding Source (Budget/grant, etc.): 226-60-720-3500-0582

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Tony W

On Mon, Aug 7, 2023 at 3:57 PM Nik Rewerts <Rewertsn@libbyschools.org> wrote:

We need to move our meeting from Wednesday the 16th, to Thursday the 17th due to an appeal meeting with MHSA on the 16th. Aric must be a part of that appeal.

I am working with Staybridge now to confirm we can get the meeting room. I will send out an agenda by Friday, I hope...

If this is an issue please let us know.

Nik Rewerts
Libby HS/MS Activities Coordinator
406-291-0373
rewertsn@libbyschools.org

[Libby Public Schools](#)

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**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

8/17/23

8hrs

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 Western A Fall Athletic Directors Meeting in Missoula Montana (Attach Brochure/Agenda)

Location Missoula, Montana

Departure Date 8/17/23

Return Date 8/17/23

Departure Time 6:00 am

Return Time 9:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @.655 = \$267.24

Per Diem 1 day @ \$51.00 = \$51.00

Registration PO# _____ = \$ - 0 -

Hotel PO# _____ = \$ - 0 -

Other PO# _____ Airfare = \$ - 0 -

Other PO# _____ Luggage = \$ - 0 -

Sub Total \$318.24

Budget 226.60.720.3500.582 (100%) \$318.24

Check Total \$318.24

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____