

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: John Salois
Title: High School Principal

Subject: **State Wrestling Tournament**

Description: I am requesting to attend the Divisional Wrestling Tournament in Glendive, MT February 3 - 4, 2017.

Financial Impact: \$813.83

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): Leave Request/Activity Schedule

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

Comments: _____

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

BHS Wrestling 2016/2017 Schedule

Tuesday November 15, 2016 - Parent Meeting 5:30 pm

Thursday November 17, 2016 – 1st Day of Practice

Friday December 2, 2016 @ Havre 1:00 pm

Saturday December 3, 2016 @ Havre 9:00 am

Thursday December 8, 2016 Browning 6:00 pm

Friday December 9, 2016 @ Frenchtown 6:00 pm

Saturday December 10, 2016 @ Superior 9:00 am

Thursday December 15, 2016 Browning 6:00 pm

Friday December 16, 2016 @ CMR 12:00 pm

Saturday December 17, 2016 @ 9:00 am

Thursday December 22, 2016 Browning 10:00 am

Thursday January 5, 2017 @ Choteau 6:30 pm

Friday January 6, 2017 @ Cut Bank 12:00 pm

Saturday January 7, 2017 @ Cut Bank 9:00 am

Thursday January 12, 2017 @ Fairfield 5:30 pm

Saturday January 14, 2017 @ Missoula 9:00 am

Thursday January 19, 2017 Browning 6:00 pm

Friday January 20, 2017 Class A Duals @ Belgrade 12:00 pm

Saturday January 21, 2017 Class A Duals @ Belgrade 9:00 am

Thursday January 26, 2017 @ Cut Bank 6:00 pm

Friday January 27, 2017 @ Whitefish 1:00 pm

Friday February 3, 2017 Divisional @ Glendive

Saturday February 4, 2017 Divisional @ Glendive

Thursday February 9, 2017 State @ Billings Metra

Friday February 10, 2017 State @ Billings Metra

Saturday February 11, 2017 State @ Billings Metra

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

Employee Name John Salois
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name na

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/2-4, 2017</u>	<u>9,8,7</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 Divisional Wrestling Tournament (Attach Brochure/Agenda)

Location Glendive, MT.

Departure Date 2/2/17

Return Date 2/4/17

Departure Time 12:00 PM

Return Time 12:00 Midnight

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 938 @ .535 = \$501.83

Per Diem 3 Dy/1 Dr @ \$35/15 = \$ 62.00

<input type="checkbox"/> Registration PO# _____	= - 0 -
<input checked="" type="checkbox"/> Hotel PO# _____	= \$ <u>250.00</u>
<input type="checkbox"/> Other PO# _____	= - 0 -
<input type="checkbox"/> Other PO# _____	= - 0 -

Sub Total \$813.83

Budget 226.60.150.2410.582.000 (100%) \$490.22
(30%)

Check Total **\$563.83**

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____