

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



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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:**   9/19/22

**To:**        **Board of Trustees**  
                    Browning Public Schools

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

**Subject:** **In State Travel: Cross Country State Tournament 2022-2023**

**Description:** Request travel for Jennifer Wagner to attend Cross Country State Tournament in Missoula MT 10/21/22 & 10/22/22

**Financial Impact:** \$ 665.00

**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  
22/23  
Cross Country Schedule

Date	Day	Event	Site	Time
8/12/22	Fri	First Date For Practice		
8/26/22	Fri	Libby Invitational	Libby 44	10:00am
9/2/22	Fri	Cut Bank	Cut Bank 44	4:20pm
9/9/22	Fri	Flathead Invite	Rebecca Farm 44	1:00pm
9/16/22		Missoula	44	
9/17/22	Sat	Missoula	Missoula UM Golf Course	9:30am
9/20/22	Tues	Thompson Falls	Thompson Falls 44	2:00pm
9/27/22	Tues	Whitefish	Whitefish Golf Course 44	3:00pm
10/4/22	Tues	Browning	East Glacier Golf Course	3:00pm
10/6/22	Thurs	Helena 7 on 7	Helena 15	12:00pm
10/8/22	Sat	Polson	Polson 44	12:00pm
10/15/22	Sat	Western A'Fall Classic	East Glacier	1:00pm
10/21/22	Fri	State Missoula	Walk Thru 22	TBA
10/22/22	Sat	State Missoula	Missoula 22	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>10/21- 10/22</u>	<u>16</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** Cross Country State Tournament (Attach Brochure/Agenda)

**Location** Missoula, MT

**Departure Date** 10/21/22

**Return Date** 10/22/22

**Departure Time** 7:00 am

**Return Time** 10:00pm

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

**Mileage** 408 x \$.625=\$255.00  
**Per Diem** 2 Day @ \$51.00 = \$102.00  
 **Registration PO#** \_\_\_\_\_ = \$ 0.  
 **Hotel PO#** \_\_\_\_\_ = \$200.00  
 **Other PO#** \_\_\_\_\_ = \$ 0.  
 **Other PO#** \_\_\_\_\_ = \$ 0.

**To be reimbursed:** shuttle/taxi/parking upon return of receipts      **Sub Total** \$665.00

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

**Check Total** \$357.00

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

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

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