

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 29, 2024



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: 05/21/24

To: Corrina Hall Guardipee
 Superintendent

From: Tony Wagner
 Title: Athletic Director

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

Description: Request travel to attend the State Track Meet in Laurel, Montana, May 23, 24 and 25, 2024.

Financial Impact: \$153.00

Funding Source (Budget/grant, etc.): 226-60-720-3500-582

Attachment(s): 2023-2024 Substitute/Temporary List

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

Comments: _____

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 Tony Wagner

Employee # _____

Building Browning High School

Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/23, 24 & 25/2024</u>	<u>8, 8, 8</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 Class A State Track Meet
Attach Brochure/Agenda

Location Laurel MT

Departure Date 05/23/24

Return Date 05/25/24

Departure Time 6:00 AM

Return Time 10:00 P.M.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 724 @ .67= \$ 0
Per Diem 3 Days @ \$51.00 = \$153.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 0
 Other PO# _____ = \$ 0
 Other PO# _____ = \$ 0

Sub Total \$153.00

Budget 226.60.720.3500.582 (100%) \$153.00

Check Total \$153.00

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____