

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 5/9/17



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: 5/2/17

To: **John Rouse**
 Superintendent

From: Tony Wagner
Title: Director of Activities

Subject: **In State Travel- Divisional Track Meet**

Description: Girls and Boys Divisional Track Meet in Belgrade, MT.

Financial Impact: **\$658.84**

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

Attachment(s): Travel/leave request

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

Comments: _____

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

BHS Track 2016/2017 Schedule

Tuesday March 7, 2017- Parent Meeting 5:30 pm

Monday March 13, 2017 – 1st Day of Practice

Saturday April 1, 2017 @ Cut Bank 9:00 am

Tuesday April 11, 2017 @ Kalispell 1:00 pm

Saturday April 8, 2017 @ Havre 9:00 am

Thursday April 13, 2017 @ Cut Bank 1:00 pm

Thursday April 20, 2017 @ Cut Bank 1:00 pm

Saturday April 22, 2017 @ Columbia Falls 9:00 am

Saturday April 29, 2017 @ Whitefish 10:00 am

Tuesday May 2, 2017 @ Columbia Falls 3:00 pm

Saturday May 6, 2017 @ Kalispell 10:00 am

Saturday May 13, 2017 @ Polson 9:00 am

Friday May 19, 2017 Divisional @ Belgrade TBA

Saturday May 20, 2017 Divisional @ Belgrade TBA

Friday May 26, 2017 State @ Missoula TBA

Saturday May 27, 2017 State @ Missoula TBA

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

Employee Name TONY WAGNER
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/18/17-5/20/17</u>	<u>20</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 Track Meet at Belgrade High School **Attach Brochure/Agenda**

Location Belgrade, MT

Departure Date 5/18/17

Return Date 5/20/17

Departure Time 12:00pm

Return Time 9:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 624 @ .535 = \$ 333.84

Per Diem \$35 X 2 DAY+ 1D = \$ 85.00

Registration PO# _____ = \$ _____

Hotel PO#W/Team 120 x 2 Nights = \$ 240.00

Other PO# _____ = \$ _____

Other PO# _____ = \$ _____

Sub Total \$ 658.84

Budget 226.60.720.3500.582 (100%) \$ 418.84

Check Total **\$418.84**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____