

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: March 7, 2017



---

**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:**    2/28/17

**To:**        **John Rouse**  
                 Superintendent

**From:**    Tony Wagner  
Title:      Athletic Director

**Subject:** **In-State Travel: NW/SW Conference Scheduling Meeting**

**Description:** The NW and SW Athletic Directors will meet in Missoula March 14 and 15, 2017 to schedule all 2017/2018 athletic schedules.

**Financial Impact:**    \$403.28

**Funding Source (Budget/grant, etc.):**    226-60-720-3500-0582-0000

**Attachment(s):** Leave Request/email

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

---

**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

From: **Tyson Tucker** <[tyson@corvallis.k12.mt.us](mailto:tyson@corvallis.k12.mt.us)>

Date: Tue, Feb 28, 2017 at 11:34 AM

Subject: NW/SW scheduling meeting

To: "Tony Wagner ([tonyw@bps.k12.mt.us](mailto:tonyw@bps.k12.mt.us))" <[tonyw@bps.k12.mt.us](mailto:tonyw@bps.k12.mt.us)>, Aric Harris <[harrisa@whitefishschools.org](mailto:harrisa@whitefishschools.org)>, "Troy Bowman - Columbia Falls ([t\\_bowman@cfmthschools.net](mailto:t_bowman@cfmthschools.net))" <[t\\_bowman@cfmthschools.net](mailto:t_bowman@cfmthschools.net)>, Nik Rewerts <[rewertsn@libbyschools.org](mailto:rewertsn@libbyschools.org)>, Jay Krantz <[jkrantz@polson.k12.mt.us](mailto:jkrantz@polson.k12.mt.us)>, "lucky.larson@ronank12.edu" <[lucky.larson@ronank12.edu](mailto:lucky.larson@ronank12.edu)>, "fryn@stevensville.k12.mt.us" <[fryn@stevensville.k12.mt.us](mailto:fryn@stevensville.k12.mt.us)>, Kipp Lewis <[KippLewis@ftsd.org](mailto:KippLewis@ftsd.org)>, "Chad Petersen ([chadpetersen@gmail.com](mailto:chadpetersen@gmail.com))" <[chadpetersen@gmail.com](mailto:chadpetersen@gmail.com)>, "Darrell Holland ([hollandd@hsd3.org](mailto:hollandd@hsd3.org))" <[hollandd@hsd3.org](mailto:hollandd@hsd3.org)>, "Megan Conrow ([mconrow@BCHSMT.COM](mailto:mconrow@BCHSMT.COM))" <[mconrow@bchsmt.com](mailto:mconrow@bchsmt.com)>

Reminder that we will be having the NW/SW scheduling meeting in Missoula at the Staybridge Suites on Tuesday, March 14<sup>th</sup> starting at 1pm and Wednesday, March 15<sup>th</sup> starting at 10am. We will schedule for next year's calendar and approve updated by-laws. See you on March 14<sup>th</sup>

Tyson Tucker  
Assistant Principal / Activities Director  
Corvallis High School  
[tyson@corvallis.k12.mt.us](mailto:tyson@corvallis.k12.mt.us)  
(406) 961-3201  
Fax (406)961-4894

**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>3/14/17-3/15/17</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 NW/SW Scheduling Meeting (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 3/14/17

Return Date 3/15/17

Departure Time 6:00 AM

Return Time 9:00 PM

Transportation:    ☒ Personal Vehicle  
                          ☐ District Vehicle  
                          ☐ Professional Development

Mileage \_\_\_\_\_ @ .535 = \$218.28  
Per Diem \$35 X 2 Day = \$ 70.00

<input type="checkbox"/> Registration PO# _____	= \$ 0
<input checked="" type="checkbox"/> Hotel PO# _____	= \$ 115.00
<input type="checkbox"/> Other PO# _____	= \$ 0
<input type="checkbox"/> Other PO# _____	= \$ 0

Sub Total \$ 403.28

Budget 226.60.720.3500.582 (100%) 288.28

**Check Total \$288.28**

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

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

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