

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/9/2024



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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:**      12/28/23

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

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

**Subject: In State Travel: Speech & Debate State Tournament 2023-2024**

**Description:** Request travel for Jennifer LaFromboise-Wagner to attend Speech and Debate State Tournament in Columbia Falls, MT 1/26/24 & 1/27/24

**Financial Impact:** \$ 367.28

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

# BHS SD&D

## 2023-24

SCHEDULE IS SUBJECT TO CHANGE!!

Date	Day	Time	Location	Notes
Oct 14	Saturday		Ronan workshop	
Oct 21	Saturday		Simms	
Oct 28	Saturday		Havre	
Nov 4	Saturday		Kalispell	
Nov 11	Saturday		CJL	
Nov 18	Saturday		Browning	
Dec 2	Saturday		Frenchtown	
Dec 9	Saturday		Libby	
Dec 16	Saturday		Whitefish	
Jan 6	Friday		Shelby	
Jan 12	Friday		Fergus	
Jan 20	Friday		Stevensville	DEVISIONALS
Jan 26	Thursday		Columbia Falls	STATE
Jan 27	Friday		Columbia Falls	STATE

**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>1/26/24 &amp; 1/27/24</u>	<u>Hours</u> <u>8 Hrs</u>	<u>Type of Leave</u> <u>SR</u>
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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 Speech and Debate State (Attach Brochure/Agenda)

Location Columbia Falls, MT

Departure Date 1/26/24

Return Date 1/27/24

Departure Time 7:00 am

Return Time 9:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 176 x \$0.655=\$115.28

Per Diem 2 Days @ \$51 =\$102.00

☐ Registration PO# \_\_\_\_\_ =\$ 0  
☒ Hotel PO# \_\_\_\_\_ =\$150.00  
☐ Other PO# \_\_\_\_\_ =\$ 0  
☐ Other PO# \_\_\_\_\_ =\$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$367.28

Budget 226-60-150-2410-582 (100 %) \$217.28

**Check Total \$217.28**

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

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

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