

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 2/9/21



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: 1/21/21

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Jennifer Wagner
Title: BHS Principals

Subject: In State Travel: Girls/Boys Divisional Wrestling Tournament 2020-2021

Description: Request travel to attend Girls/Boys Divisional Wrestling Tournament in Libby, MT
2/25/21 thru 2/27/21

Financial Impact: \$ 404.46

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: _____

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



Wrestling

Date	Opponent	Time	Location	Departure	Overnight
11-Nov-20	Winter Sports Meeting	5:00 PM	BHS Cafeteria/Gym		
19-Nov-20	1st Day of Practice				
4-Dec-20	Havre Invite	TBA	Havre MT	TBA	
5-Dec-20	Havre Invite	TBA	Havre MT	TBA	
8-Dec-20	Columbia Falls	TBA	Columbia Falls	TBA	
19-Dec-20	Browning Invite	4:00 Weigh-Ins	BHS Gym		
18-Dec-20	CMR Holiday Classic	TBA	Great Falls MT	TBA	yes
19-Dec-20	CMR Holiday Classic	TBA	Great Falls MT	TBA	
7-Jan-20	Libby	TBA	Libby	TBA	
12-Jan-21	Frenchtown (Ladies Only)	TBA	Frenchtown	TBA	
1/15-16/21	Missoula	TBA	Missoula	TBA	yes
19-Jan-21	Senior Night	4:00 Weigh-Ins	BHS Gym		
25-Jan-21	Lewistown	TBA	Lewistown	24-Jan-20	yes
29-Jan-21					
30-Jan-21					
4-Feb-21	Divisional Pep Rally	TBA	Frenchtown	TBA	yes
5-Feb-21	Divisional Wrestling	TBA	Frenchtown	TBA	
6-Feb-21	Divisional Championships	TBA	Frenchtown	TBA	
11-Feb-21	State Pep Rally	TBA	Billings	TBA	
2/12-13/21	State Wrestling	TBA	Billings		

**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>2/25/21 thru 2/26/21</u>	<u>11 Hour</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 Girls/Boys State Wrestling Tournament (Attach Brochure/Agenda)

Location Libby, MT

Departure Date 2/25/21

Return Date 2/27/21

Departure Time 2:00 p.m.

Return Time 9:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 376÷2 x .575 = \$108.10
Per Diem 2 Days @ \$36.00+15D = \$ 87.00
 Registration PO# _____ = \$ 0.
 Hotel PO#39930 _____ = \$209.36
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$404.46

Budget 226.60.150.2410.582 (%) \$195.10

Check Total \$195.10

_____ (_____ %)

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____