

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



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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:**    5/2/17

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

**From:**    Tony Wagner  
**Title:**     Director of Activities

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

**Description:**   Girls and Boys State Track Meet in Laurel, MT.

**Financial Impact:**   **\$724.34**

**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:**   \_\_\_\_\_

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**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 – 1<sup>st</sup> 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>5/25/17-5/27/17</u>	<u>Hours</u> <u>22</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  
SL Sick Leave  
\*EX/SR Extra-Curricular/School Related

PL Personal Leave  
JD Jury Duty (attach verification)  
NG National Guard  
FN Funeral \_\_\_\_\_  
(Master Contract) Relationship)

ALWO Approved Leave W/O Pay  
ULWO Unapproved Leave w/o Pay  
SWP Suspended w/Pay  
SWOP Suspended w/o Pay

\*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 State Track Meet at Laurel High School    Attach Brochure/Agenda

Location Laurel, MT

Departure Date 5/25/17

Return Date 5/27/17

Departure Time 10:00am

Return Time 9:00pm

Transportation:    ☒ Personal Vehicle  
                              ☐ District Vehicle  
                              ☐ Professional Development

Mileage 724 @ .535 = 387.34

Per Diem \$35 X 2 DAY + 1L, 1D = \$97.00

☐ Registration PO# \_\_\_\_\_ =  
☒ Hotel PO#W/TEAM 120 X 2 NIGHTS = \$ 240.00  
☐ Other PO# \_\_\_\_\_ = \$  
☐ Other PO# \_\_\_\_\_ = \$

Sub Total \$ 724.34

Budget 226.60.720.3500.582 (100%) \$484.34

**Check Total \$484.34**

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

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

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