

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/11/22



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: 12/30/21

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

From: Jennifer Wagner
Title: Principal

Subject: **In State Travel: Speech & Debate State Tournament 2021-2022**

Description: Request travel for Jennifer Wagner to attend Speech & Debate State in Corvallis, MT 1/27/22 -1/29/22.

Financial Impact: \$663.64

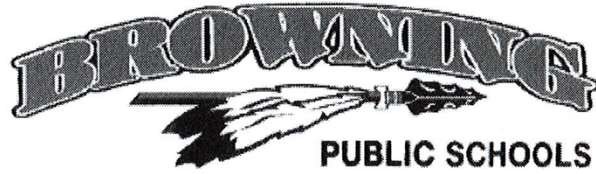
Funding Source (Budget/grant, etc.): 226.60.150.2410.582

Attachment(s): Travel Request/Schedule

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

Comments: _____

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



Browning High School Fall Sports 2021/2022

Speech and Debate

| DATE | OPPONENT | PLACE | TIME | DEPARTURE | OVERNIGHT |
|-------------|----------------|----------------|---------|-----------|-----------|
| 9/30/21 | Parent meeting | TBA | | | |
| 10/1/21 | SpDb Start | | | | |
| 10/23/21 | Hamilton | Workshop | 8:00am | Virtual | |
| 10/30/21 | Ronan | Ronan | 8:00am | 4:00pm | maybe |
| 11/5-6/21 | Hamilton | Hamilton | 8:00 am | 4:00pm | yes |
| 11/12-13/21 | East Helena | East Helena | 8:00am | 4:00pm | yes |
| 11/19-20/21 | Columbia Falls | Columbia Falls | 8:00am | 6:00am | |
| 12/3-4/21 | Stevensville | Stevensville | 8:00am | 4:00pm | yes |
| 12/11/21 | Whitefish | Whitefish | 8:00am | 6:00am | |
| 12/17-18/21 | Polson | Polson | 8:00am | 4:00pm | maybe |
| 1/7-8/22 | Dillon | Dillon | 8:00am | 4:00pm | yes |
| 1/15/22 | Browning | Browning | 8:00am | | |
| 1/21-22/22 | Frenchtown | Divisionals | 8:00am | 4:00pm | yes |
| 1/28-29/22 | Corvallis | State | 8:00am | 2:00pm | yes |
| | | | | | |

**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>1/27-1/29</u> | <u>17 hrs</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 Speech & Debate State (Attach Brochure/Agenda)

Location Corvallis, MT

Departure Date 1/27/21

Return Date 1/29/21

Departure Time 4:00 pm

Return Time 11:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 494 x .56 = \$276.64

Per Diem 2 Day @ \$36.00 + \$15D = \$ 87.00

Registration PO# _____ = \$ 0.
 Hotel PO# _____ = \$300.00
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$663.64

Budget 226.60.150.2410.582 (100%) \$363.64

Check Total \$363.64

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____