

Browning Public Schools
Board Agenda Request
Meeting to Be Held: January 8, 2019



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: 1/7/19

To: **Corrina Hall Guardipee**
 Superintendent

From: Tony Wagner
Title: Athletic Director

Subject: **Travel In State**

Description: Request in state travel for William Huebsch to attend the Speech, Debate and Drama State Tournament in Belgrade, MT on January 24, 25, 26, 2019.

Financial Impact: \$676.92

Funding Source (Budget/grant, etc.): 226-60-150-2410-0582-0000

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Browning High School
Speech Schedule 2018/2019
Director of Student Activities – Tony Wagner 406-338-5606 tonyw@bps.k12.mt.us
Activities Secretary – 406-338-5606
Head Coach – Edith Wagner 406-338-2735 edithw@bps.k12.mt.us

Tuesday August 7, 2018 – Mandatory Parent Meeting 5:30pm

Friday October 1, 2018 – First Day of Practice

Friday October 12, 2018 @ Stevensville 8:30am

Saturday October 13, 2018 @ Stevensville 8:30am

Saturday October 27, 2018 @ Havre 8:30am

Saturday November 3, 2018 Browning 8:30am

Saturday November 10, 2018 @ Conrad 8:30am

Saturday November 17, 2018 @ Columbia Falls 8:30am

Saturday December 1, 2018 @ Shelby 8:30am

Saturday December 8, 2018 @ Big Fork 8:30am

Saturday December 15, 2018 @ Frenchtown 8:30am

Friday January 4, 2019 @ Corvallis 1:00pm

Saturday January 5, 2019 @ Corvallis 8:30am

Saturday January 12, 2019 @ Polson 8:30am

Saturday January 19, 2019 Divisional @ Whitefish 8:00am

Friday January 25, 2019 State @ Belgrade 8:30am

Saturday January 26, 2019 @ Belgrade 8:30am

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name William Huebsch
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/24, 25, 26, 2019</u>	<u>24 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 and Drama State Tournament **Attach Brochure/Agenda**

Location Belgrade, Montana

Departure Date 1/24/19

Return Date 1/26/19

Departure Time 3:00 pm

Return Time 11:00pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 624 @ .58 = \$361.92

Per Diem \$15 Dinner + 2 days @ \$35 = \$85.00

☐ **Registration** PO# = \$ - 0 -

☐ **Hotel** PO# = \$ 230.00

☐ **Other** PO# Airfare = \$ - 0 -

☐ **Other** PO# Luggage = \$ - 0 -

Sub Total \$ 676.92

Budget 226.60.150.2410.582 (100%) \$446.92

Check Total \$446.92

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____