

Browning Public Schools
Board Agenda Request
Meeting to Be Held: April 25, 2018



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: April 17, 2018

To: **Corrina Hall Guardipee**
 Superintendent

From: Tony Wagner
 Title: Athletic Director

Subject: **In-State Travel to State Track meet**

Description: State Track meet at Laurel on May 24, May 25 and May 26, 2018

Financial Impact: **\$720.58**

Funding Source (Budget/grant, etc.): Salaries, plus benefits, and payroll costs to be charged against student activities program budget as applicable.

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 Track Schedule

Parent Meeting March 5, 2018 5:00pm

First Day of Practice March 12, 2018

Saturday March 24, 2018	@ Cut Bank
Thursday March 29, 2018	@ Cut Bank
Wednesday April 4, 2018	@ Kalispell 3:00pm
Saturday April 7, 2018	@ Frenchtown 10:30am
Tuesday April 10, 2018	@ Kalispell 1:00pm
Saturday April 21, 2018	@ Columbia Falls 9:30am
Saturday April 28, 2018	@ Whitefish 10:00am
Tuesday May 1, 2018	@ Whitefish 3:00pm
Thursday May 3, 2018	@ Great Falls Freshmen
Saturday May 5, 2018	@ Kalispell 9:00am
Saturday May 12, 2018	@ Polson 9:30am
Friday May 18, 2018	Divisional @ Polson TBA
Saturday May 19, 2018	Divisional @ Polson TBA
Friday May 25, 2018	State @ Laurel TBA
Saturday May 26, 2018	State @ Laurel 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>Hours</u>	<u>Type of Leave</u>
<u>5/24/18 to 5/26/18</u>	<u>24</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
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 Class A Track Meet Attach Brochure/Agenda

Location Laurel, Montana

Departure Date 5/24/18

Return Date 5/26/18

Departure Time 8:00am

Return Time 10:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 724 @ .545 = \$394.58
Per Diem \$12, \$15, \$35, \$35 = \$96.00

Registration PO# _____ = \$ 0
 Hotel PO# 2 x 115.00 = \$230.00
 Other PO# _____ Airfare = \$ 0
 Other PO# _____ Luggage = \$ 0

Sub Total \$ 720.58

Budget 226.60.720.3500.582 (10%) \$490.58
(0%)

Check Total \$490.58

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____