

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/21/25



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: 1/15/25

To: Rebecca Rappold
 Browning Public Schools

From: Jennifer Wagner
Title: Asst. Superintendent

Subject: **In State Travel: Divisional Speech & Debate 2024-2025**

Description: Request travel to attend the Divisional Speech & Debate in Polson, MT January 24 & 25, 2025.

Financial Impact: \$ \$755.92 **Approximate Cost**

Funding Source (Budget/grant, etc.): 126 / 226.90.160.2320.582

Attachment(s): Travel Request/Schedule

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

Comments: _____

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



Speech & Debate

Date	Location	Time	Departure
10/14/24	Browning		
11/2/24	Havre	5:30am	
11/9/24	CJI/Chester	6:00am	
11/16/24	Stevensville	1:00pm	Friday
11/23/24	Ronan	5:30am	
12/7/24	Wolf Point	10:00am	Friday
12/14/24	Libby	1:00pm	Friday
1/10/-1/11	Corvallis	1:00pm	Friday
1/18/25	Butte or Fort Benton	TBA	
1/25/25	Polson Divisional	2:00pm	
1/31-2/1	Laurel State	9:00am	Thursday

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Jennifer Wagner
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u> <u>1/24/25-1/25/25</u>	<u>Hours</u> <u>1 Hrs</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	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 Divisional Speech & Debate (Attach Brochure/Agenda)

Location Polson, MT

Departure Date 1/24/25

Return Date 1/25/25

Departure Time 4:00 pm

Return Time 11:00pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 276 x \$0.67 = \$184.92
Per Diem 1 Days @ \$51 + 1 Supper = \$ 71.00

<input type="checkbox"/> Registration PO#	= \$ 0
<input checked="" type="checkbox"/> Hotel PO#	= \$500.00
<input type="checkbox"/> Other PO#	= \$ 0
<input type="checkbox"/> Other PO#	= \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$755.92

Budget 126-90-160-2320-582 (75 %) \$191.94
226-90-160-2320-582 (25 %) \$ 63.98

Check Total \$255.92

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____