

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

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**Date:**    12/30/21

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

**From:**    Jennifer Wagner  
**Title:**     Principal

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

**Description:** Request approval for Jennifer Wagner to attend Speech & Debate Divisional in Frenchtown, MT 1/20/22 - 1/22/22

**Financial Impact:** \$614.36

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

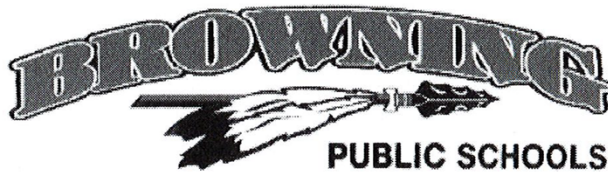
**Attachment(s):** Travel Request/Schedule

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**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>1/21-1/22/22</u>	<u>16 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 Divisional (Attach Brochure/Agenda)

Location Frenchtown, MT

Departure Date 1/20/22

Return Date 1/22/22

Departure Time 4:00 pm

Return Time 11:00 pm

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 406 x .56 = \$227.36

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

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

**Sub Total \$500.68**

Budget 226.60.150.2410.582 (100%) \$314.36

**Check Total \$314.36**

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

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

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