

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 4/26/23



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**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:**      4/11/23

**To:**            **Board of Trustees**  
                    Browning Public Schools

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

**Subject:** **In State Travel: Track Divisional 2022-2023**

**Description:** Request travel for Michael ComesAtNight to attend Track Divisional Tournaments in Corvallis, MT 5/18/23 thru 5/20/23

**Financial Impact:** \$ 610.94

**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  
22/23  
Track Schedule

(82)

Date	Day	Opponent	Site	Time	Bus Leave Time
3/13/23	Mon	First Day of Practice			
<del>3/31/23</del>	<del>Fri</del>	<del>Cut Bank</del>	<del>Cut Bank</del>	<del>9:00am</del>	<del>7:30am</del>
<del>4/1/23</del>	<del>Sat</del>	<del>Frenchtown</del>	<del>Frenchtown</del>	<del>10:00am</del>	<del>5:00am</del>
4/6/23	Thur	Cut Bank	Cut Bank	9:00am	7:30am
4/15/23	Sat	Libby	Libby	10:00am	5:30am
4/22/23	Sat	Columbia Falls	Columbia Falls	10:00am	7:00am
4/29/23	Sat	Whitefish	Whitefish	9:30am	6:30am
5/2/23	Tues	Eureka Top 8	Eureka	3:30pm	11:30am
5/4/23	Thur	Great Falls Freshmen	Great Falls	4:00pm	12:30pm
5/6/23	Sat	Kalispell	Kalispell	9:00am	6:00am
5/11/23	Thur	Whitefish Last Chance Meet	Whitefish	3:00pm	12:00pm
5/13/23	Sat	Polson	Polson	9:30am	6:00am
5/20/23	Thurs	Divisional	Corvallis		4:00pm 10:00
5/19/23	Fri	Divisional	Corvallis	11:00am	
5/20/23	Sat	Divisional	Corvallis	9:00am	
5/25/23	Thurs	State	Laurel		8:00am
5/26/23	Fri	State	Laurel	TBA	
5/27/23	Sat	State	Laurel	TBA	

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

Employee Name Michael ComesAtNight  
Building Browning High School

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/18 &amp; 5/19, 2023</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 Track Divisional Tournament (Attach Brochure/Agenda)

Location Corvallis, MT

Departure Date 5/18/23

Return Date 5/20/23

Departure Time 4:00 pm

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 249 x 655 = \$163.10

Per Diem 2Day@\$51 + \$20(D) = \$122.00

☐ Registration PO# \_\_\_\_\_ = \$ 0

☒ Hotel PO# \_\_\_\_\_ = \$325.84

☐ Other PO# \_\_\_\_\_ = \$ 0

☐ Other PO# \_\_\_\_\_ = \$ 0

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

Sub Total \$610.94

Budget 26-60-150-240-582 (100 %) 285.10

**Check Total \$285.10**

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

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

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