

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: July 26, 2017



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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:**    7/18/17

**To:**        **Corrina Hall Guardipee**  
                 Superintendent

**From:**    Tony Wagner  
**Title:**     Athletic Director

**Subject:** **In-State Travel to Western A Fall Athletic Directors Meeting**

**Description:** Western A Fall Athletic Directors Meeting in Missoula on August 9, 2017

**Financial Impact:** \$268.28

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):** Travel Request/Email notice of meeting

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

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

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

----- Forwarded message -----

From: **Tyson Tucker** <[tyson@corvallis.k12.mt.us](mailto:tyson@corvallis.k12.mt.us)>

Date: Tue, Jun 13, 2017 at 10:26 AM

Subject: Western A Fall Meeting

To: "[Rewertsn@libbyschools.org](mailto:Rewertsn@libbyschools.org)" <[Rewertsn@libbyschools.org](mailto:Rewertsn@libbyschools.org)>, "[t\\_bowman@cfmtschoools.net](mailto:t_bowman@cfmtschoools.net)" <[t\\_bowman@cfmtschoools.net](mailto:t_bowman@cfmtschoools.net)>, "[harrisa@whitefishschools.org](mailto:harrisa@whitefishschools.org)" <[harrisa@whitefishschools.org](mailto:harrisa@whitefishschools.org)>, "[chadpetersen@gmail.com](mailto:chadpetersen@gmail.com)" <[chadpetersen@gmail.com](mailto:chadpetersen@gmail.com)>, "[fryn@stevensville.k12.mt.us](mailto:fryn@stevensville.k12.mt.us)" <[fryn@stevensville.k12.mt.us](mailto:fryn@stevensville.k12.mt.us)>, "[jkrantz@polson.k12.mt.us](mailto:jkrantz@polson.k12.mt.us)" <[jkrantz@polson.k12.mt.us](mailto:jkrantz@polson.k12.mt.us)>, "[KippLewis@ftsd.org](mailto:KippLewis@ftsd.org)" <[KippLewis@ftsd.org](mailto:KippLewis@ftsd.org)>, "[mconrow@BCHSMT.COM](mailto:mconrow@BCHSMT.COM)" <[mconrow@bchsmt.com](mailto:mconrow@bchsmt.com)>, "[tonyw@bps.k12.mt.us](mailto:tonyw@bps.k12.mt.us)" <[tonyw@bps.k12.mt.us](mailto:tonyw@bps.k12.mt.us)>, "[Lucky.Larson@ronank12.edu](mailto:Lucky.Larson@ronank12.edu)" <[Lucky.Larson@ronank12.edu](mailto:Lucky.Larson@ronank12.edu)>, "[blomet@hsd3.org](mailto:blomet@hsd3.org)" <[blomet@hsd3.org](mailto:blomet@hsd3.org)>

Let me know if Wednesday, August 9th works for our Western A fall meeting in Missoula. Probably noon start. We will need to figure out where Western A divisional track will be held

Sent from my iPhone

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>08/9/17</u>	<u>8</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 Western A Fall Athletic Directors Meeting (Attach Brochure/Agenda)

Location Missoula

Departure Date 8/8/17

Return Date 8/9/17

Departure Time 4:00pm

Return Time 09:00 PM

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 408 @.535 =\$218.28  
Per Diem \$15 + \$35 = \$50.00

☐ Registration PO# \_\_\_\_\_ =\$ 0.00  
☐ Hotel PO# \_\_\_\_\_ =\$ 0.00  
☐ Other PO# \_\_\_\_\_ Airfare =\$ 0.00  
☐ Other PO# \_\_\_\_\_ Luggage =\$ 0.00  
Sub Total \$ 268.28

Budget 226.60.720.3500.582 (100%) 268.28

**Check Total \$268.28**

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

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

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