

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: January 31, 2024



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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:**        1/23/24

**To:**            Corrina Hall Guardipee  
                    Superintendent

**From:**        Jennifer Wagner  
                    Title:        Athletic Director

**Subject: In-State Travel: Western A Divisional Wrestling Tournament 2023-2024**

**Description:** Request travel for Tony Wagner and Jennifer LaFromboise-Wagner to attend Western A Divisional Wrestling tournaments in Hamilton, Montana February 1, 2, and 3 2024.

**Financial Impact: \$1,421.48**

**Funding Source (Budget/grant, etc.):** TW 226-60-720-3500-582 (\$770.19); JW 226.60.150.2410.582 (\$635.74)

**Attachment(s):** Travel Request/Wrestling 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  
Boys Wrestling Schedule  
2023-2024**

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/1/23	Fri			3pm	Polson	Polson	
12/2/23	Sat			9am	Polson	Polson	
12/8/23	Fri			TBA	Mining City Duals	Butte	
12/9/23	Sat			TBA	Mining City Duals	Butte	
12/14/23	Thurs			5pm	CF/WF	Browning	
12/15/23	Fri			TBA	CMR Classic	Great Falls	
12/16/23	Sat			TBA	CMR Classic	Great Falls	
12/21/23	Thurs			TBA	Shelby	Shelby	
1/4/24	Thurs			5:00pm	Polson	Polson	
1/5/24	Fri			10am	Ronan	Ronan	
1/6/24	Sat			10am	Ronan	Ronan	
1/11/24	Thurs			TBA	Stevensville	Stevensville	
1/12/24	Fri			TBA	Rocky Mountain Classic	Missoula	
1/13/24	Sat			TBA	Rocky Mountain Classic	Missoula	
1/19/24	Fri			TBA	Class A Duals	Butte	
1/20/24	Sat			TBA	Class A Duals	Butte	
1/26/24	Fri				Whitefish	Whitefish	
1/27/24	Sat			10am	Browning	Browning	
2/2/24	Fri				Divisional	Hamilton	
2/3/24	Sat				Divisional	Hamilton	
2/8/24	Thurs				State	Billings	
2/9/24	Fri				State	Billings	
2/10/24	Sat				State	Billings	

**Browning High School  
Girls Wrestling Schedule  
2023-2024**

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/1/23	Fri			3pm	Polson	Polson	
12/2/23	Sat			9am	Polson	Polson	
12/8/23	Fri			TBA	Columbia Falls	TBA	
12/9/23	Sat			8am	Flathead	Kalispell	
12/14/23	Thurs			5pm	CF/WF	Browning	
12/15/23	Fri			TBA	CMR Classic	Great Falls	
12/16/23	Sat			TBA	CMR Classic	Great Falls	
12/21/23	Thurs			TBA	Shelby	Shelby	
1/4/24	Thurs			5:00pm	Polson	Polson	
1/5/24	Fri			10am	Ronan	Ronan	
1/6/24	Sat			10am	Ronan	Ronan	
1/11/24	Thurs			TBA	Stevensville	Stevensville	
1/12/24	Fri			TBA	Rocky Mountain Classic	Missoula	
1/13/24	Sat			TBA	Rocky Mountain Classic	Missoula	
1/19/24	Fri			TBA	Class A Duals	Butte	
1/20/24	Sat			TBA	Class A Duals	Butte	
1/26/24	Fri				Whitefish	Whitefish	
1/27/24	Sat			10am	Browning	Browning	
2/2/24	Fri				Divisional	Hamilton	
2/3/24	Sat				Divisional	Hamilton	
2/8/24	Thurs				State	Billings	
2/9/24	Fri				State	Billings	
2/10/24	Sat				State	Billings	

**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>02/01/24-02/03/24</u>	<u>8,8,8</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                              | 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** Western A Divisional Wrestling at Hamilton **(Attach Brochure/Agenda)**

**Location** Hamilton, MT

**Departure Date** 02/1/24

**Return Date** 02/3/24

**Departure Time** 7:00am

**Return Time** 10:00 P.M.

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 508 @ .655 = \$332.74  
**Per Diem** 3 days @ \$51 = \$153.00

**Registration PO#** \_\_\_\_\_ = \_\_\_\_\_  
 **Hotel PO#** \_\_\_\_\_ = \$300.00  
 **Other PO# Airline** \_\_\_\_\_ = \_\_\_\_\_  
 **Other PO# Parking/Taxi** \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$785.74**

**Budget** 226.60.720.3500.582 (100%) \$479.19

**Check Total \$479.19**

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

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

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

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

**Employee Name** Jennifer Wagner  
**Building** Browning High School

**Employee #** \_\_\_\_\_  
**Substitute Name** \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>02/02/24-02/03/24</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                              | 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** Western A Divisional Wrestling at Hamilton **(Attach Brochure/Agenda)**

**Location** Hamilton, MT

**Departure Date** 02/2/24

**Return Date** 02/3/24

**Departure Time** 7:00am

**Return Time** 10:00 P.M.

**Transportation:**     Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 508 @ .655 = \$332.74  
**Per Diem** 3 days @ \$51 = \$153.00

**Registration PO#** \_\_\_\_\_ = \_\_\_\_\_  
 **Hotel PO#** \_\_\_\_\_ = \$150.00  
 **Other PO# Airline** \_\_\_\_\_ = \_\_\_\_\_  
 **Other PO# Parking/Taxi** \_\_\_\_\_ = \_\_\_\_\_

**Sub Total** \$635.74

**Budget** 226.60.150.2410.582 (100%) \$485.74

**Check Total** \$485.74

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

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

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