

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/29/21



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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

Date: 9/10/21

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

From: Jennifer Wagner
Title: Principal

Subject: **In State Travel: State Golf Tournament 2021-2022**

Description: Request travel to attend the State Golf Tournament in Polson, MT 9/30/21, 10/1/21 & 10/2/21

Financial Impact: \$414.28

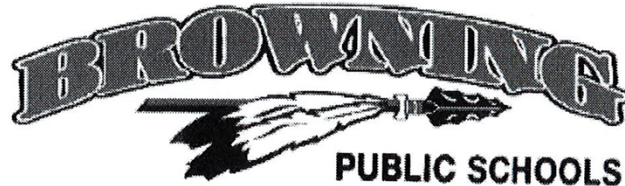
Funding Source (Budget/grant, etc.): 226.60.150.2410.582

Attachment(s): Travel Request/Schedule

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

Comments: _____

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



Browning Fall Sports 2021/2022

GOLF

DATE	OPPONENT	PLACE	TIME	DEPARTURE	OVERNIGHT
8/11/21	Fall Parent Meeting	BHS Cafeteria	5:00pm		
8/12/21	1st Day Practice	East Glacier Golf Course	TBA		
8/16-17/21	Dillon Invite	Dillon MT	9:00 am	2:00pm	yes
8/21/21	Browning Invite	East Glacier Golf Course	10:00am	8:00 am	
8/23/21	Whitefish	Whitefish North Course	9:00am	7:00 am	
8/25/21- JV	Frenchtown	King Ranch	10:00am	5:00am	maybe
8/26/21	Ronan	Ronan	10:00am	6:00am	maybe
9/1-2/21 Vars	Frenchtown	Frenchtown	10:00am	5:00am	maybe
9/8/21 JV	Frenchtown	Frenchtown	10:00 am	5:00 am	
9/10/21	Libby	Libby	TBA	TBA	
9/13/21	Polson	Polson	10:00am	5:30 am	
9/17-18/21	Hamilton	Hamilton	10:00am	4:00pm	yes
9/20/21 JV	Dillon	Dillon	10:00am	4:00pm	maybe
9/24-25/21	Divisionals	Stevi/Hamil.	TBA	TBA	yes
10/1-2/21	State	Polson	TBA	TBA	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>9/30/21 thru 10/2/21</u>	<u>16</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 State Golf Tournament (Attach Brochure/Agenda)

Location Polson, MT

Departure Date 9/30/21

Return Date 10/2/21

Departure Time 4:00 pm

Return Time 9:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 276 x \$0.56 ÷ 2 = \$77.28

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

<input type="checkbox"/> Registration PO#	= \$ 0.
<input checked="" type="checkbox"/> Hotel PO#	= \$250.00
<input type="checkbox"/> Other PO#	= \$ 0.
<input type="checkbox"/> Other PO#	= \$ 0.

Sub Total \$414.28

Budget 226.60.150.2410.582 (100%) \$164.28

Check Total \$164.28

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____