

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/26/22



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

Date: 1/17/22

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jennifer Wagner
Title: Principal

Subject: In State

Description: Request travel for Jennifer Wagner to attend Wrestling Divisional Tournaments in Frenchtown, MT 2/4/22 & 2/5/22

Financial Impact: \$ 314.68

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 Winter Sports 2021/2022

Wrestling

DATE	OPPONENT	PLACE	TIME	DEPARTURE	OVERNIGHT
11/17/21	Winter Parent Meeting	BHS Gym	5:00pm		
11/18/21	1st Day Practice	BHS Gym	TBA		
12/3-4/21	Owen Invite	Polson	3pm&9am	10:00am	yes
12/7/21	Libby	Libby	5:00pm	11:30am	
12/9/21			TBA	TBA	TBA
12/10/21	Jason Hannon Memorial	Browning High	TBA	TBA	TBA
12/11/21	Jason Hannon Memorial	Browning High	TBA	TBA	TBA
12/14/21 GW	Frenchtown	Frenchtown	TBA	TBA	TBA
12/16/21	Browning Invite	BHS Gym	4:00pm		
12-17-18/21	Holiday Classic	CMR	TBA	TBA	yes
12/21/21	Ronan	Ronan	5:00pm	11:30am	
1/4/22	East Helena	East Helena	5:00pm	11:30am	
1/4/22 GWr	Hamilton	Hamilton	5:00pm	10:00am	
1/6/22	Whitefish	Whitefish	5:00pm	2:00pm	
1/7-8/22	Western Montana Duals	Ronan	11:00am	6:30am	yes

1/11/22	Corvallis	Corvallis	4:00pm	10:00am	
1/14-15/22	Rocky Mountain	Missoula	TBA	TBA	yes
1/18/22 GWr	Dillon	Dillon	4:00pm	9:00am	
1/21-22/22	Montana Duals	Lewistown	TBA	TBA	yes

1/25/22	Browning Invite	BHS Gym	4:00pm		
1/28/22	Whitefish	Whitefish	5:00pm	1:30pm	
2/4-5/22	Frenchtown	Divisionals	TBA	TBA	yes
2/10-11/22	TBA	State	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>2/4 & 2/5, 2022</u>	<u>12 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 Wrestling Divisional Tournament (Attach Brochure/Agenda)

Location Frenchtown, MT

Departure Date 2/4/22

Return Date 2/5/22

Departure Time 1:00 pm

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 406 x .56 ÷ 2 = \$228.48
Per Diem 1Day @ \$36.00 + \$15D = \$ 51.00

<input type="checkbox"/> Registration PO#	= \$ 0.
<input type="checkbox"/> Hotel PO#	= \$150.00
<input type="checkbox"/> Other PO#	= \$ 0.
<input type="checkbox"/> Other PO#	= \$ 0.

Sub Total \$314.68

Budget 226.60.150.2410.582 (100%) \$164.68

Check Total \$164.68

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____