

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 12/18/23



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: 12/7/23

To: Board of Trustees
 Browning Public Schools

From: Jennifer Wagner
Title: Principal

Subject: **In State travel: Speech and Debate Divisional 2023-2024**

Description: Request travel for John Salois to attend Speech and Debate Divisional in Stevensville, MT 1/19/24-1/20/24

Financial Impact: \$ 587.36

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: _____

BHS SD&D

2023-24

SCHEDULE IS SUBJECT TO CHANGE!!

Date	Day	Time	Location	Notes
Oct 14	Saturday		Ronan workshop	
Oct 21	Saturday		Simms	
Oct 28	Saturday		Havre	
Nov 4	Saturday		Kalispell	
Nov 11	Saturday		CJL	
Nov 18	Saturday		Browning	
Dec 2	Saturday		Frenchtown	
Dec 9	Saturday		Libby	
Dec 16	Saturday		Whitefish	
Jan 6	Friday		Shelby	
Jan 12	Friday		Fergus	
Jan 20	Friday		Stevensville	DEVISIONALS
Jan 26	Thursday		Columbia Falls	STATE
Jan 27	Friday		Columbia Falls	STATE

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name John Salois
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

Date of Leave _____ Hours _____ Type of Leave _____
1/19/24-1/20/24 16 hrs SR.

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 Speech & Debate Divisional (Attach Brochure/Agenda)

Location Stevensville, MT

Departure Date 1/19/24

Return Date 11/20/24

Departure Time 8:00 am

Return Time 10:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 512 x .655=\$335.36
Per Diem 2 Days @ \$51 = \$102.00
 Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$150.00
 Other PO# _____ = \$ 0
 Other PO# _____ = \$ 0

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

Sub Total **\$587.36**

Budget 226-60-150-240-582 (100 %) \$437.36

Check Total \$437.36

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____