

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 9, 2023



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: 05/01/23

To: **Corrina Hall Guardipee**
 Superintendent

From: Tony Wagner
 Title: Athletic Director

Subject: **In-State Travel to State Track Meet in Laurel MT**

Description: State Track Meet in Laurel, Montana May 25, 26 and 27, 2023

Financial Impact: \$1,239.78

Funding Source (Budget/grant, etc.): 226-60-720-3500-582

Attachment(s): Travel Request/Schedule

Comments: _____

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

Browning High School
22/23
Track Schedule

| Date | Day | Opponent | Site | Time | Bus Leave Time |
|---------|-------|----------------------------|----------------|---------|----------------|
| 3/13/23 | Mon | First Day of Practice | | | |
| | | | | | |
| 4/6/23 | Thur | Cut Bank | Cut Bank | 9:00am | 7:15am |
| | | | | | |
| 4/15/23 | Sat | Libby | Libby | 10:00am | 5:30am |
| | | | | | |
| 4/22/23 | Sat | Columbia Falls | Columbia Falls | 10:00am | 7:00am |
| | | | | | |
| 4/29/23 | Sat | Whitefish | Whitefish | 9:30am | 6:30am |
| | | | | | |
| 5/2/23 | Tues | Eureka Top 8 | Eureka | 3:30pm | 9:30am |
| | | | | | |
| 5/4/23 | Thur | Great Falls Freshmen | Great Falls | 4:00pm | 12:30pm |
| | | | | | |
| 5/6/23 | Sat | Kalispell | Kalispell | 9:00am | 6:00am |
| | | | | | |
| 5/11/23 | Thur | Whitefish Last Chance Meet | Whitefish | 3:00pm | 10:30am |
| | | | | | |
| 5/13/23 | Sat | Polson | Polson | 9:30am | 5:30am |
| | | | | | |
| 5/18/23 | Thurs | Divisional | Corvallis | | 4:00pm |
| 5/19/23 | Fri | Divisional | Corvallis | 11:00am | |
| 5/20/23 | Sat | Divisional | Corvallis | 9:00am | |
| | | | | | |
| 5/25/23 | Thurs | State | Laurel | | 8:00am |
| 5/26/23 | Fri | State | Laurel | TBA | |
| 5/27/23 | Sat | State | Laurel | TBA | |
| | | | | | |

**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>05/25, 5/26, 5/27/23</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 |
| | <i>(Master Contract Relationship)</i> | |

*****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 Class A Track Meet
Attach Brochure/Agenda

Location Laurel MT

Departure Date 05/25/23

Return Date 05/27/23

Departure Time 6:00 AM

Return Time 9:00 P.M.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 732@.655 = \$486.78

Per Diem 3 Days = \$153.00

Registration PO# _____ = \$ 0

Hotel PO# _____ = \$600.00

Other PO#Airline _____ = \$ 0

Other PO#Parking _____ = \$ 0

Sub Total \$1,239.78

Budget 226.60.720.3500.582 (100%) 639.78

Check Total **\$639.78**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____