

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: 1/17/21

To: Corrina Guardipee-Hall
 Superintendent

From: Tony Wagner
Title: Principal

Subject: **In State Travel: State Basketball Tournaments 2021-2022**

Description: Request travel to attend State Basketball Tournaments in Missoula, MT 3/9/22 - 3/12/22

Financial Impact: \$ 834.24

Funding Source (Budget/grant, etc.): 226.60.720.3500.582

Attachment(s): Travel Request/Schedule

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

Comments: _____

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



PUBLIC SCHOOLS

Boys Basketball 2021/2022

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		
12/10-11/21	Tip-Offs	TBA	TBA	TBA	yes
12/16/21	C. Falls	C. Falls	4:15pm	2:00pm	
12/18/21 DH	Ronan	BHS/BMS	1:00pm		
12/20-23/21	Open				
1/3/22 C-Sqd	Whitefish	BHS	"4:15pm		
1/7/22 JV/V	Whitefish	BH/BMS	3:00pm		
1/8/22	Libby	Libby	1:00pm	8:30am	
1/10-14/22	Open				
1/13/2021	Havre	BHS	4:00pm		
1/15/22	Polson	BHS/BMS	1:00pm		
1/20/22	C. Falls	BHS	4:15pm		
1/22/22	Ronan	Ronan	1:00pm	8:30am	
1/24-29/22	Open				
1/31/22 CSq	Whitefish	Whitefish	4:15pm	1:30pm	
2/4/22 JVN	Whitefish	Whitefish	4:30&7:30pm	1:30pm	
2/5/22 DH	Libby	BHS/BMS	1:00pm		
2/7-11/22	Open				
2/10/2021	Havre	Havre	3:00pm	11:00am	
2/12/22 DH	Polson	Polson	1:00pm	9:00am	2 Gyms
2/14-16/22	Open				
2/17-19/22	Play-In Games				
2/24-26/22	Divisionals	Hamilton			
3/10-12/22	State	Missoula			

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Tony 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>3/9 - 3/12, 2022</u>	<u>24 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 State BB Tournaments 2021-2022 (Attach Brochure/Agenda)

Location Missoula MT

Departure Date 3/9/22

Return Date 3/12/22

Departure Time 6:00 am

Return Time 10:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 408 x .56 ÷ 2 = \$114.24
Per Diem 4Day @ \$36 = \$144.00

<input type="checkbox"/> Registration PO#	= \$ 0.
<input type="checkbox"/> Hotel PO#	= \$576.00
<input type="checkbox"/> Other PO#	= \$ 0.
<input type="checkbox"/> Other PO#	= \$ 0.

Sub Total \$834.24

Budget 226.60.720.3500.582 (100%) 258.24

Check Total \$258.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____