

Browning Public Schools
Board Agenda Request
Meeting to Be Held: January 10, 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: 01/03/23

To: Corrina Hall Guardipee
 Superintendent

From: Jennifer LaFromboise-Wagner
Title: Athletic Director

Subject: **In-State Travel to MHSA Annual Meeting 2023**

Description: Request travel to attend Speech and Debate Divisional in Columbia Falls, MT 1/20/23 & 1/21/23.

Financial Impact: \$357.28

Funding Source (Budget/grant, etc.): 226-60-150.2410.582

Attachment(s): Travel Request/Conference Agenda

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

Comments: _____

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

Browning High School
2022/2023
Speech, Debate & Drama Schedule

Date	Day	Opponent	Site	Time	Leave Time
10/14/22	Fri	Stevensville	Stevensville		4:00pm
10/15/22	Sat	Stevensville	Stevensville	8:00am	
10/29/22	Sat	Cut Bank	Cut Bank	8:00am	7:00am
11/5/22	Sat	Kalispell	Kalispell	8:00am	5:30am
11/12/22	Sat	Polson	Polson	8:00am	4:30am
11/19/22	Sat	East Helena	East Helena	8:00am	4:30am
12/2/22	Fri	Frenchtown	Frenchtown		4:00pm
12/3/22	Sat	Frenchtown	Frenchtown	8:00am	
12/9/22	Fri	Malta	Malta		1:00pm
12/10/22	Sat	Malta	Malta	8:00am	
12/17/22	Sat	Choteau	Choteau	8:00am	
1/5/23	Thurs	Corvallis	Corvallis		4:00pm
1/6/23	Fri	Corvallis	Corvallis	8:00am	
1/7/23	Sat	Corvallis	Corvallis	8:00am	
1/14/23	Sat	Whitefish	Whitefish	8:00am	5:00am
1/20/23	Fri	Divisionals	Columbia Falls	TBA	5:00am
1/21/23	Sat	Divisionals	Columbia Falls	TBA	
1/26/23	Thurs	State	Sidney		8:00am
1/27/23	Fri	State	Sidney	TBA	
1/28/23	Sat	State	Sidney	TBA	

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Jennifer LaFromboise-Wagner
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

Date of Leave	Hours	Type of Leave
<u>01/20/23-01/21/23</u>	<u>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 |
- (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 Columbia Falls, MT

Departure Date 01/20/23

Return Date 01/21/23

Departure Time 5:00 AM

Return Time 11:00 P.M.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 176 @ .655= \$115.28

Per Diem 2 Days @ \$51 = \$102.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$140.00
 Other PO#Airline _____ = \$ 0
 Other PO#Parking _____ = \$ 0

Sub Total \$357.28

Budget 226.60.150.2410.582 (100%) \$217.28
 _____ (_____ %)

Check Total \$217.28

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____