

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/31/18



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: 123/18

To **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
 Title: High School Principal

Subject: Travel to State Wrestling Tournament

Description: Request approval for Billie Jo Juneau to attend the State Wrestling Tournament in Billings, MT February 8-10, 2018.

Financial Impact: \$ 462.14

Funding Source (Budget/grant, etc.): Travel, Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

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 High School Wrestling Schedule

Parent Meeting	November 15, 2017 5:00pm
First Day of Practice	November 16, 2017
Friday December 1, 2017	@ Polson TBA
Saturday December 2, 2017	@ Polson TBA
Saturday December 2, 2017	@ Ronan JV TBA
Friday December 8, 2017	@ Whitefish 6:00pm
Saturday December 9, 2017	@ Superior 9:00am
Friday December 15, 2017	@ CMR TBA
Saturday December 16, 2017	@ CMR TBA
Tuesday December 19, 2017	@ Lewistown TBA
Thursday December 21, 2017	Browning Tournament 3:30pm
Friday December 22, 2017	Browning Tournament 9:00am
Friday January 5, 2018	@ Cut Bank TBA
Saturday January 6, 2018	@ Cut Bank TBA
Saturday January 13, 2018	@ Missoula TBA
Friday January 19, 2018	@ Class A Duals Lewistown TBA
Saturday January 20, 2018	@ Class A Duals Lewistown TBA
Thursday January 25, 2018	@ Cut Bank Mixer TBA
Friday January 26, 2018	@ Whitefish TBA
Friday February 2, 2018	Divisional @ Columbia Falls TBA
Saturday February 3, 2018	Divisional @ Columbia Falls TBA
Friday February 9, 2018	State @ Billings 10:00am
Saturday February 10, 2018	State @ Billings 9:00am

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

Employee Name Billie Jo Juneau
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/8-10/18</u>	<u>16</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 Wrestling Attach Brochure/Agenda

Location Billings, MT

Departure Date 2/8/18

Return Date 2/10/18

Departure Time 3:00 PM

Return Time 10:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 692 @ .545 ÷ 2 = \$377.14
Per Diem 2 Days + 1 Dnr @ \$15 = \$ 85.00

Registration PO# _____ = \$. 0
 Hotel PO# _____ = \$. 0
 Other PO# _____ = \$. 0
 Other PO# _____ = \$. 0

Sub Total \$462.14

Budget 226.60.150.2410.582.0000 (100%) \$462.14

Check Total \$462.14

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____