

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 31, 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: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In-State Travel: Divisional Track Meet 2022-2023**

Description: Tony Wagner and Dennis Juneau, Divisional Track Meet in Corvallis, Montana May 19 and 20, 2023

Financial Impact: \$928.88

Financial Impact: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/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
Track Schedule 22/23

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

Date of Leave	Hours	Type of Leave
<u>05/19/23</u>	<u>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
SL Sick Leave
*EX/SR Extra-Curricular/School Related

PL Personal Leave
JD Jury Duty (attach verification)
NG National Guard
FN Funeral _____

(Master Contract Relationship)

ALWO Approved Leave W/O Pay
ULWO Unapproved Leave w/o Pay
SWP Suspended w/Pay
SWOP Suspended w/o Pay

*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 Western A Track Divisional Attach Brochure/Agenda

Location Corvallis, MT

Departure Date 05/19/23

Return Date 05/20/23

Departure Time 6:00 AM

Return Time 9:00 P.M.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 496 @ .655 = \$324.88

Per Diem 2 Days = \$102.00

☐ Registration PO# _____ = \$ 0

☒ Hotel PO# _____ = \$400.00

☐ Other PO# Airline _____ = \$ 0

☐ Other PO# Parking _____ = \$ 0

Sub Total \$826.88

Budget 226.60.720.3500.582 (100%)

Check Total \$426.88

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Dennis Juneau
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

Date of Leave	Hours	Type of Leave
<u>05/19/23</u>	<u>8</u>	<u>SR</u>
_____	_____	_____

Employee Signature _____ Date _____

☒ Approved; Condition upon the specific leave being available for the specific employee ☐ Not Approved

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*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

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Mileage _____ @ .655 = \$ 0
Per Diem 2 Days = \$102.00

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

Sub Total \$102.00

Budget 126 / 226.90.160.2420.582 (100%)

Check Total \$102.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____