

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: January 30, 2019



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**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

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**Date:**    1/22/19

**To:**        **Corrina Hall Guardipee**  
                    Superintendent

**From:**    Tony Wagner  
                    Title:    Athletic Director

**Subject: In State Travel: State Wrestling Tournament 2018-2019**

**Description:** Request William Huebsch and Corrina Guardipee-Hall be approved to travel to the Class A State Wrestling Tournament in Billings on February 8 and 9, 2019

**Financial Impact:** \$1,237.36

**Funding Source (Budget/grant, etc.):** 226-60-150-2410-0582-0000 and 226-60-720-3596-582

**Attachment(s):** Travel Request/Agenda

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning High School  
Wrestling Schedule 2018/2019

Director of Student Activities – Tony Wagner 406-338-5606 [tonyw@bps.k12.mt.us](mailto:tonyw@bps.k12.mt.us)

Activities Secretary – Chanel Bird 406-338-5606 [chanelb@bps.k12.mt.us](mailto:chanelb@bps.k12.mt.us)

Head Coach – Casey McDonald 406-450-0775 [spuremup1@gmail.com](mailto:spuremup1@gmail.com)

Monday November 5, 2018 – Mandatory Parent Meeting 5:30pm

Thursday November 15, 2018 – First Day of Practice

Friday November 30, 2018 @ Polson 4:00pm

Saturday December 1, 2018 @ Polson 9:00am

**Thursday December 6, 2018 Browning 5:00pm**

Friday December 7, 2018 @ Whitefish TBA

**Thursday December 13, 2018 Browning 5:00pm**

Friday December 14, 2018 @ Great Falls TBA

Saturday December 15, 2018 @ Great Falls TBA

**Thursday December 20, 2018 Browning 4:00pm**

Friday December 21, 2018 @ Shelby TBA

**Thursday January 3, 2019 Browning 5:00pm**

Friday January 4, 2019 @ Cut Bank 1:00pm

Saturday January 5, 2019 @ Cut Bank 8:00am

**Thursday January 10, 2019 Browning 5:00pm**

Saturday January 12, 2019 @ Missoula TBA

Friday January 18, 2019 @ Belgrade TBA

Saturday January 19, 2019 @ Belgrade TBA

Thursday January 24, 2019 @ Cut Bank TBA

Friday January 25, 2019 @ Whitefish 1:00pm

Saturday February 2, 2019 Divisional @ Butte 9:00am

Friday February 8, 2019 State @ Billings TBA

Saturday February 9, 2019 State @ Billings TBA

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

**Employee Name** Sample Travel Request  
**Building** \_\_\_\_\_

**Employee #** \_\_\_\_\_  
**Substitute Name** NA

**LEAVE REPORT**

<b><u>Date of Leave</u></b> <u>2/7 - 2/9, 2019</u>	<b><u>Hours</u></b> <u>20</u>	<b><u>Type of Leave</u></b> <u>SR</u>
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**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 Class A Wrestling Tournament **(Attach Brochure/Agenda)**

**Location** Billings, Montana

**Departure Date** 2/7/19

**Return Date** 2/9/19

**Departure Time** 10:00am.

**Return Time** 11:00pm

**Transportation:**     Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 692x.58    = \$ 200.68  
**Per Diem** \$36 + \$36+ \$36    = \$ 108.00

**Registration PO#** \_\_\_\_\_ = \$ 0.00  
 **Hotel PO#** 2 x \$155.00 = \$ 310.00  
 **Other PO#** \_\_\_\_\_ = \$ 0.00  
 **Other PO#** \_\_\_\_\_ = \$ 0.00

**Sub Total** \$ 618.68

**Budget** Mileage and Per Diem 226.60.150.2410.582 (100 %) \$308.68  
Hotel 226.60.720.3596.582 (100 %) \$310.00

**Check Total** \$ 308.68

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_