

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: Western A Track Divisional 2018-2019**

**Description:** **Request in state travel for William Huebsch to attend the Western A Track Divisional Meet in Butte, MT May 17 and 18, 2019**

**Financial Impact:** **\$448.44**

**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  
Track 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 – Robert Miller 406-338-2745 [robertem@bps.k12.mt.us](mailto:robertem@bps.k12.mt.us)

Tuesday March 5, 2019 – Mandatory Parent Meeting	5:30pm
Monday March 11, 2019 – First Day of Practice	
Saturday March 23, 2019 @ Corvallis	9:00am
Saturday March 30, 2019 @ Cut Bank	9:00am
Saturday April 6, 2019 @ Frenchtown	9:00am
Tuesday April 9, 2019 @ Kalispell	1:00pm
Saturday April 13, 2019 @ Ronan	10:00am
Saturday April 20, 2019 @ Columbia Falls	10:00am
Tuesday April 23, 2019 @ Eureka Top Eight	TBA
Saturday April 27, 2019 @ Whitefish	10:00am
Tuesday April 30, 2019 @ Columbia Falls	3:00pm
Thursday May 2, 2019 @ Great Falls Freshmen Meet	3:30pm
Saturday May 4, 2019 @ Kalispell	10:00am
Saturday May 11, 2019 @ Polson	9:30am
Friday May 17, 2019 Divisional @ Butte	TBA
Saturday May 18, 2019 Divisional @ Butte	TBA
Friday May 24, 2019 State @ Laurel	TBA
Saturday May 25, 2019 State @ Laurel	TBA

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

Employee Name William Huebsch  
Building \_\_\_\_\_

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/17/19</u>	<u>8</u>	<u>SR</u>
<u>5/18/19</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                              | 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 Western A Divisional Track Meet **(Attach Brochure/Agenda)**

Location Butte, Montana

Departure Date 5/17/19

Return Date 5/18/19

Departure Time 6:00am.

Return Time 11:00pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 472x.58 = \$ 273.76

Per Diem \$36 + \$36 = \$ 72.00

Registration PO# \_\_\_\_\_ = \$ 0.00

Hotel PO# \_\_\_\_\_ = \$ 102.65

Other PO# \_\_\_\_\_ = \$ 0.00

Other PO# \_\_\_\_\_ = \$ 0.00

**Sub Total** \$ 448.44

Budget Mileage and Per Diem 226.60.150.2410.582 (100 %) \$345.76

Hotel 226 60 720 3592 582 (100 %) 102.65

**Check Total** \$ 345.76

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

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

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