

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 14, 2022



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: 5/24/2022

To: **Corrina Hall Guardipee**
 Superintendent

From: Matthew Johnson
 Title: BHA Director

Subject: **In-State Travel to State Track Meet in Butte**

Description: Request travel to attend the State Track Meet in Butte, Montana May 26, 27, and 28, 2022 as the administrator in charge.

Financial Impact: \$707.96

Funding Source (Budget/grant, etc.): 226-60-720-3500-582

Attachment(s): Travel Request/agenda

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

Comments: _____

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

BROWNING TRACK SCHEDULE
2021-2022
INDIANS

DATE	OPPONENT – HOME/AWAY	FR	JV	VARSITY	LEAVE TIME
3/26/22	CUT BANK INVITATIONAL - AWAY		9:30AM	9:30AM	7:30AM
4/2/22	FRENCHTOWN - AWAY		10:00AM	10:00AM	5:00AM
4/9/22	LIBBY – AWAY		10:00AM	10:00AM	5:00AM
4/12/22	KALISPELL – AWAY		TBA	TBA	TBA
4/23/22	COLUMBIA FALLS – AWAY		10:00AM	10:00AM	7:00AM
4/30/22	WHITEFISH – AWAY		10:00AM	10:00AM	7:00AM
5/5/22	GREAT FALLS FROSH - AWAY	4:00PM			12:00PM
5/7/22	KALISPELL - AWAY	10:00AM	10:00AM	10:00AM	6:30AM
5/12/22	WHITEFISH - AWAY		3:00PM	3:00PM	12:00PM
5/14/22	POLSON - AWAY		9:30AM	9:30AM	5:00AM
5/20/22	DIVISIONALS AT HAMILTON			TBA	TBA
5/21/22	DIVISIONALS AT HAMILTON			TBA	TBA
5/27/22	STATE AT BUTTE			TBA	TBA
5/28/22	STATE AT BUTTE			TBA	TBA

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

Employee Name Matthew Johnson
Building Browning High School

Employee # 04/12/2022
Substitute Name 04/12/2022

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/26-28/22</u>	<u>8,8,8</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 State Divisionals (Attach Brochure/Agenda)

Location Butte, MT

Departure Date 5/26/22

Return Date 5/28/22

Departure Time 8:00 A.M.

Return Time 10:00 P.M.

Transportation: Personal Vehicle **Mileage** 478 @.585 = \$279.63
 District Vehicle **Per Diem** 3 Day @ \$36 = \$108.00
 Professional Development

Registration PO# _____ = \$ _____
 Hotel PO# _____ = \$ 323.84
 Other PO#Airline _____ = \$ _____
 Other PO#Parking _____ = \$ _____

Sub Total \$711.47

Budget 226.60.720.3500.582.0000 (100%) \$387.63
(25%)

Check Total **\$387.63**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____