

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/8/19



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: 10/3/19

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In State Travel-Volleyball Divisional Tournament**

Description: Request travel for Everett Armstrong and William Huesbch to attend the Volleyball Divisionals in Dillon, MT 11/6/19-11/9/19

Financial Impact: \$ 586.36

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

Attachment(s): Travel/leave request

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

Comments: _____

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



Browning High School Volleyball 2019



Date	Opponent	Time	Location	Bus Departs	
Wednesday, August 14, 2019	Parent Meeting	5:00-7:00pm	BHS		
Friday, August 16, 2019	First Day of Practice	TBA	Volleyball		
Friday August 30, 2019	Tip Offs	12:00 PM	Butte	5:00 AM	
Saturday, August 31, 2019	Tip Offs	9:00 AM	Butte		
Tuesday, September 3, 2019	Columbia Falls	4:15 PM	Home		
Thursday, September 5, 2019	Cut Bank	4:15 PM	Cut Bank	3:00 PM	
Saturday September 7, 2019	Havre	1:00 PM	Havre	1:00 PM	
Thursday, September 12, 2019	Polson	4:15 PM	Home		
Saturday September 14, 2019	Ronan	1:00 PM	Ronan	8:00 AM	
Saturday September 21, 2019	Libby	1:00 PM	Home		
Thursday September 26, 2019	Havre	4:00 PM	Home		Double Nets
Saturday September 28, 2019	Whitefish	1:00 PM	Whitefish	9:00 AM	
Saturday October 5, 2019	Libby	2:30 PM	Libby	6:30 AM	
Thursday October 10, 2019	Cut Bank	4:15 PM	Home		
Saturday October 12, 2019	Polson	1:00 PM	Polson	8:00 AM	
Thursday October 19, 2019	Blocktober Fest	TBA	Butte		
Tuesday October 22, 2019	East Helena	4:15 PM	East Helena	9:30 AM	Freshmen only
Tuesday October 29, 2019	Whitefish	4:15 PM	Home		
Saturday November 2, 2019	Columbia Falls	1:00pm	Columbia Falls	9:30 AM	
Thurs-Saturday Nov. 7-9, 2019	Western A	TBA	Dillon MT	TBA	
Tuesday October 29, 2019	Whitefish	Senior Night	Home	6:00 PM	
Head Coach: Kayla Jeckell	Superintendent: Corrina Guardipee-Hall				
Assistant Coach: Cassandra Finn	Activities Director: Everett Armstrong				
Assistant Coach: OPEN	BHS Principal: Jen Wagner				
	Assistant Principal: William Huebsch				
	Assistant Principal: Kari McKay				

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

Employee Name Sample Request
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/7-11/8/19</u>	<u>16HR</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 Volleyball Divisionals Attach Brochure/Agenda

Location Dillon MT

Departure Date 11/6/19

Return Date 11/9/19

Departure Time 4:00pm

Return Time 8:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 584 ÷ 2 @ .58 = \$169.36

Per Diem 3 Days @ \$36 + \$15D. = \$123.00

Registration PO# _____ = _____

Hotel PO# W/team \$98X3 = \$294.00

Other PO# _____ = \$ 0.

Other PO# _____ = \$ 0.

Sub Total \$586.36

Budget 226 60 720 3500 582 (100%) \$292.36

Check Total \$292.36

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____