

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/26/19



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: 9/92419

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jennifer Wagner
Title: BHS Principal

Subject: **In State Travel-State A Golf Tournament 2019-2020**

Description: Request travel for Jennifer LaFromboise to attend the State Golf Western A Tournament in Laurel, MT 10/2/19 - 10/4/19.

Financial Impact: \$ 587.12

Funding Source (Budget/grant, etc.): High School Administrator travel

Attachment(s): Travel/leave request

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

Comments: _____

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



BHS Golf 2019

Date	Opponent	Time	Location	Bus Departs
Wednesday, August 14, 2019	Parent Meeting	5:00-7:00pm	BHS	
Thursday, August 15, 2019	First Day of Practice	TBA	Golf	
Tuesday, August 20, 2019	Dillon	9:00 AM	Dillon	2:00 PM
Wednesday, August 21, 2019	North Shore Lake	9:00 AM	Whitefish	4:00 PM
Thursday, August 22, 2019	Havre	9:00 AM	Havre	5:00 AM
Saturday, August 24, 2019	East Glacier Lodge	10:30 AM	Browning/E.Glacier	9:00 AM
Wednesday, August 28, 2019	Meadow Lake	1:00 PM	Columbia Falls	10:00 AM
Thursday, August 29, 2019	Ronan	10:00 AM	Ronan	5:00 AM
Wednesday, September 4, 2019	Ranch Club	9:00 AM	Frenchtown	
Thursday, September 5, 2019	King Ranch Club	9:00 AM	Frenchtown	
Wednesday, September 11, 2019	Frenchtown	10:00 AM	Frenchtown	4:00 AM JV Only
Friday, September 13, 2019	Libby	10:00 AM	Libby	4:00 AM
Thursday, September 19, 2019	Polson	10:00 AM	Polson	5:00 AM
Saturday, September 21, 2019	Hamilton	10:00 AM	Hamilton	10:00 AM
Saturday, September 28, 2019	Western A	TBA	Frenchtown	TBA
Thursday, October 3-4, 2019	State	TBA	Laurel	TBA
Saturday, October 12, 2019	Senior Night	1:00 PM	BHS	

Head Coach: BRIAN HARRELL
Assistant: NEEDED

Superintendent: Corrina Guardipee-Hall
Activities Director: Everett Armstrong
BHS Principal: Jen Wagner
Assistant Principal: William Huebsch
Assistant Principal: Kari McKay

GHEKOS

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

Employee Name Jennifer Wagner
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/2 - 10/4/19</u>	<u>24 hrs</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 Western A Golf Tournament Attach Brochure/Agenda

Location Laurel, MT

Departure Date 10/2/19

Return Date 10/4/19

Departure Time 10:00 a.m.

Return Time 9:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 564 @ .58 = \$327.12
Per Diem 2 days @ \$36.00. = \$ 72.00

Registration PO# _____ = _____
 Hotel PO# W/team 1 night. = \$188.00
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total 587.12

Budget 226.60.150.2410.582 (75%) \$305.12
226.60.720.3587.582 (25%) \$ 94.00

Check Total \$399.12

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____