

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 2/24/21



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: 1/21/21

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Jennifer Wagner
Title: BHS Principals

Subject: **In State Travel: Girls BB State Tournament 2020-2021**

Description: Request travel for Michael ComesAtNight to attend Girls State BB Tournament in Great Falls, MT, 3/4/21 thru 3/6/21

Financial Impact: \$ 505.30

Funding Source (Budget/grant, etc.): 226.60.150.2410.582

Attachment(s): Travel Request/Schedule

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

Comments: _____

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



Girls Basketball

Date	Opponent	Time	Location	Departure	Overnight
11-Nov-20	Winter Sports Meeting	5:00 PM	BHS Cafeteria/Gym		
19-Nov-20	1st Day Practice				
4-Dec-20					
5-Dec-20					
11-Dec-20	Tip Offs vs. Dillon	6:00 PM	Frenchtown	11:00 AM	yes
12-Dec-20	Tip-Offs vs. Stevi	10:00 AM	Frenchtown		
14-Dec-20	Shelby C-Squad	4:30 PM	BHS Gym		
18-Dec-20	Ronan	2:30, 4:00, 7:00 pm	BHS Gym		
22-Dec-20	Shelby JV/Varsity	4:30 and 7:30 pm	BHS Gym		
2-Jan-21	Polson	TBA	SKC & PHS	TBA	
7-Jan-21	Cut Bank JV/Varsity	3:00-7:30 pm	BHS Gym		
9-Jan-20	Libby	TBA	Libby	TBA	
15-Jan-21	Havre	4:00 PM	BHS Gym		
16-Jan-21	Columbia Falls	1:00, 2:30, 4:00	BHS Gym		
22-Jan-21	Ronan Double Header	TBA	Ronan	TBA	
23-Jan-21					
25-Jan-21	Whitefish C-Squad	4:30 PM	Whitefish	1:30 PM	
26-Jan-21	Shelby C-Squad	6:00 PM	Shelby	4:00 PM	
28-Jan-21	Whitefish JV/Varsity	3:00-6:00 pm	Whitefish	12:30 PM	
30-Jan-21	Libby	12:00-5:00 pm	BHS Gym		
5-Feb-21	Cut Bank JV/Varsity	3:30-8:00 pm	Cutbank	2:00 PM	
6-Feb-21	Polson	1:00-5:30 pm	BHS Gym		
12-Feb-21	Havre Senior Night	3:00-6:00 pm	BHS Gym		
13-Feb-21	Columbia Falls	1:00, 2:30, 4:00	Columbia Falls	10:30 AM	
20-Feb-21	Whitefish	11:00-4:30 pm	BHS Gym		
25-Feb-21	Divisionals	TBA	TBA	TBA	yes
26-Feb-21	Divisionals	TBA	TBA	TBA	yes
27-Feb-21	Divisionals	TBA	TBA	TBA	yes
04-Mar-21	State	TBA	Butte	TBA	yes
05-Mar-21	State	TBA	Butte	TBA	yes
06-Mar-21	State	TBA	Butte	TBA	yes

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

Employee Name Michael ComesAtNight
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/4/21 thru 3/6/21</u>	<u>16 Hour</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 Girls State BB Tournament (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 3/3/21

Return Date 3/6/21

Departure Time 4:00 p.m.

Return Time 11:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254÷2 x .575 = \$ 73.03
Per Diem 4 Days @ \$36.00 = \$123.00

Registration PO# _____ = \$ 0.
 Hotel PO#39930 _____ = \$3079.27
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$505.30

Budget 226.60.150.2410.582 (%) 196.03

Check Total \$196.03

_____ (_____ %)

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____