

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 5/25/22



-
- 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: 5/17/22

To: Corrina Guardipee-Hall
Browning Public Schools

From: Jennifer Wagner
Title: Principal

Subject: In State travel: Divisional Track in Hamilton, MT 2021-2022

Description: Request approval for Matthew Johnson to attend Divisional Track in Hamilton, MT 5/20/22 & 5/21/22

Financial Impact: \$ 395.59

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

Attachment(s): Travel Request/Schedule

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

Comments: _____

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

BROWNING TRACK SCHEDULE

2021-2022

INDIANS

DATE	OPPONENT – HOME/AWAY	FR	JV	VARSITY	LEAVE TIME
3/26/22	Cut Bank Invitational - Away		9:30 am	9:30 am	7:30 am
4/2/22	Frenchtown - Away		10:00 am	10:00 am	5:00 am
4/9/22	Libby – Away		10:00 am	10:00 am	5:00 am
4/12/22	Kalispell – Away		TBA	TBA	TBA
4/23/22	Columbia Falls – Away		10:00 am	10:00 am	7:00 am
4/30/22	Whitefish – Away		10:00 am	10:00 am	7:00 am
5/5/22	Great Falls Frosh - Away	4:00 pm			12:00 pm
5/7/22	Kalispell - Away	10:00 am	10:00 am	10:00 am	6:30 am
5/12/22	Whitefish - Away		3:00 pm	3:00 pm	12:00 pm
5/14/22	Polson - Away		9:30 am	9:30 am	5:00 am
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 # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/20 & 5/21</u>	<u>16 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 Track Divisional Tournaments **(Attach Brochure/Agenda)**

Location Hamilton, MT

Departure Date 5/20/22

Return Date 5/21/22

Departure Time 8:00 am

Return Time 10:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 508 x \$0.585 ÷ 2 = \$148.59
Per Diem 2 Day @ \$36.00 = \$ 72.00

Registration PO# _____ = \$ 0.
 Hotel PO# _____ = \$175.00
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$395.59

Budget 226-60-720-3500-582 (100%) \$220.59
_____ (_____ %)

Check Total \$220.59

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____