

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/26/17



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: 4/11/17

To: **John Rouse**
 Browning Public Schools

From: John Salois
Title: Principal

Subject: In State Travel: BHS Softball Divisional Tournament

Description: Request approval for Kari McKay to attend the Softball Divisional Tournament in Livingston, MT May 18-20, 2017

Financial Impact: \$ 648.51

Funding Source (Budget/grant, etc.): 226.60.150.2410.582.0000

Attachment(s): Travel/Leave Request/Schedule

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

Comments: _____

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

BHS Softball 2016/2017 Schedule

Tuesday March 7, 2017- Parent Meeting 5:30 pm

Monday March 13, 2017 – 1st Day of Practice

Thursday March 30, 2017 @ Cut Bank 5:00 pm

Saturday April 1, 2017 @ Cut Bank Jamboree 9:00 am

Tuesday April 4, 2017 Shelby 4:30 pm

Friday April 7, 2017 @ Belgrade Tournament

Saturday April 8, 2017 @ Belgrade Tournament

Tuesday April 11, 2017 @ Whitefish 3:30 pm, 5:00 pm

Friday April 14 @ Havre 3:30 pm, 5:00 pm

Tuesday April 18, 2017 Cut Bank 5:00 pm

Thursday April 20, 2017 @ Shelby 4:30 pm

Saturday April 22, 2017 Livingston 1:00 pm, 3:00 pm, 5:00 pm

Tuesday April 25, 2017 Havre 3:30 pm, 5:30 pm

Saturday April 29, 2017 Lewistown 1:00 pm, 3:00 pm, 5:00 pm

Friday May 5, 2017 Whitefish 4:00 pm, 6:00 pm

Saturday May 6, 2016 @ Belgrade 1:00 pm, 3:00 pm, 5:00 pm

Friday May 12, 2017 @ Butte TBA

Saturday May 13, 2017 @ Butte TBA

Monday May 15, 2017 @ Shelby 4:30 pm

Friday May 19, 2017 Divisional @ Livingston TBA

Saturday May 20, 2017 Divisional @ Livingston TBA

Thursday May 25, 2017 State @ Sidney TBA

Friday May 26, 2017 State @ Sidney TBA

Saturday May 27, 2017 State @ Sidney TBA

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

Employee Name Kari McKay
Building BROWNING HIGH SCHOOL

Employee #10376
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>May 18-20, 2017</u>	<u>3, 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 Softball Divisional Tournaments (Attach Brochure/Agenda)

Location Livingston, MT

Departure Date 5/18/17

Return Date 5/20/17

Departure Time 2:00pm

Return Time 10:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 586 @ .535 = \$313.51
Per Diem 2 days @ \$35 = \$ 85.00

Registration PO# _____ = \$ _____
 Hotel PO# _____ = \$ 250.00
 Other PO# _____ = \$ _____
 Other PO# _____ = \$ _____

Sub Total \$648.51

Budget 226.60.150.2410.582.0000 (100%) \$398.51
_____ (0%)

Check Total \$398.51

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____