

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/13/21



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: 3/31/21

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

From: Kari McKay
Title: Assistant Principals

Subject: **In State Travel**

Description: Request travel to attend Girls Softball as the administrator in Frenchtown MT., 4/30/21 through 5/1/21

Financial Impact: \$ 450.36

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: _____



BHS Softball Schedule 2021

Date	Opponent	Place	Time	Departure	Overnight
3/27/2021	Cut Bank Jamboree	Cut Bank	TBA	TBA	
4/1/2021	Conrad	Conrad	4&6pm		
4/2/2021	Havre	Home	1&3pm	TBA	
4/13/21	Cut Bank	Home	4&6pm		
4/15/2021	East Helena	Home	4pm		
4/22/2021	Columbia Falls	Home	3:30& 5:30pm		
4/23/2021	Libby	Libby	TBA	TBA	
4/24/2021	Polson	Polson	1&3pm	8:00am	
4/27/2021	Eureka	Home	4&6pm		
4/30-5/1	Frenchtown	Frenchtown	TBA	TBA	yes
5/4/2021	Cut Bank	Cut Bank	4&6pm	1:30pm	
5/7/2021	Polson	Home	4&6pm	11:30am	
5/8/2021	Ronan	Ronan	1&3pm	8:00am	
5/11/2021	Columbia Falls	Columbia Fall	4&6pm	12:00pm	
5/13/2021	East Helena	East Helena	4pm	10:00pm	
5/14-15	Butte Classic	Butte MT	TBA	TBA	yes
5/22/2021	Ronan	Home	12&2pm		
5/27-29	State	Butte MT	TBA	TBA	yes

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

Employee Name Kari McKay
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/30 thru 5/1/21</u>	<u>8 Hours</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 BHS Girls Softball (**Attach Brochure/Agenda**)

Location Frenchtown, MT

Departure Date 4/30/21

Return Date 5/1/21

Departure Time 6:00 am

Return Time 9:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 404 x .56 = \$ 226.24
Per Diem 2 Days @ \$36.00 = \$ 72.00

Registration PO# _____ = \$ 0.
 Hotel PO#40850 _____ = \$ 152.12
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

Sub Total \$450.36

Budget 226.60.150.2410.582 (%) 298.24
 (%)

Check Total **\$298.24**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____