

Browning Public Schools
Board Agenda Request
Meeting to Be Held: February 15, 2023



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: 1/28/23

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In-State Travel: Class A Boys and Girls State Basketball Tournaments 2022-2023**

Description: Request travel for Dennis Juneau, Tony Wagner, Michael ComesAtNight to attend the Class A Boys and Girls State Basketball Tournaments in Bozeman, MT on March 9, 10 and 11, 2023.

Financial Impact: \$971.77 ea

Funding Source (Budget/grant, etc.): 226-60-720-3586-582 (TW); 226.60.150.2410.582 (MCAN); 126/226.90.160.2320.582 (DJ)

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 High School 2022/2023
Boys/Girls Basketball Schedule

Date	Day	Opponent	Site	Time	Bus Leave Time
11/28/22	Mon	First Day of Practice			
12/8/22	Thurs	Coyote Classic Freshmen vs Fairfield JV	Shelby	7:30pm	
12/9/22	Fri	Coyote Classic Freshmen vs Cut Bank JV	Shelby	10:30am	
12/9/22	Fri	Tip Off vs Frenchtown	Frenchtown	6:00pm	10:00am
12/10/22	Sat	Tip Off vs Hamilton	Frenchtown	10:30am	
12/13/22	Tues	Shelby (Freshmen)	Browning	4:30	
12/16/22	Fri	Columbia Falls	Columbia Falls	4:15, 5:45, 7:15	1:30pm
12/17/22	Sat	Whitefish	Whitefish	1:00, 2:30, 4:00	
1/5/23	Thurs	Ronan	Browning	5:30 BES, 5:00, 8:00	
1/6/23	Fri	Libby	Libby	3:00, 4:30, 6:00	9:15am
1/7/23	Sat	Polson	Polson	11:00, 12:30, 3:30	
1/12/23	Thurs	Cut Bank	Browning	5:30, 5:00, 8:00	
1/14/23	Sat	Havre	Havre	1:00, 2:30, 5:30	9:15am
1/17/23	Tues	Shelby	Browning	4:00 BES, 5:30 BES, 8:00	
1/19/23	Thurs	Heart Butte	Heart Butte	6:30pm	
1/20/23	Fri	Columbia Falls	Browning	4:15, 5:45, 7:15	
1/21/23	Sat	Whitefish	Browning	1:00, 2:30, 4:00	
1/23/23	Mon	Shelby (Freshmen)	Shelby	6:00	2:30pm
1/27/23	Fri	Shelby	Shelby	3:00, 6:00	1:15pm
1/28/23	Sat	Ronan	Ronan	12:00, 1:45, 3:30	8:00am
2/3/23	Fri	Polson	Browning	3:00, 4:30, 7:30	
2/4/23	Sat	Libby	Browning	1:00, 2:30, 5:30	
2/9/23	Thurs	Cut Bank	Cut Bank	3:00, 4:30, 7:30	1:30pm
2/10/23	Fri	Heart Butte	Browning	6:30pm	
2/11/23	Sat	Havre	Browning	1:00, 2:30, 5:30	
2/16/23	Thurs	Play-in Game	TBA	TBA	
2/18/23	Sat	Play-in Game	TBA	TBA	
2/23/23	Thurs	Divisional	Ronan	TBA	
2/24/23	Fri	Divisional	Ronan	TBA	
2/25/23	Sat	Divisional	Ronan	TBA	
3/8/23	Wed	State	Bozeman	TBA	
3/9/23	Thurs	State	Bozeman	TBA	
3/10/23	Fri	State	Bozeman	TBA	
3/11/23	Sat	State	Bozeman	TBA	

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

Employee Name Tony Wagner
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/9 - 11, 2023</u>	<u>24</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 Class A Boys and Girls State Tournaments (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 3/9/23

Return Date 3/11/23

Departure Time 11:00 AM

Return Time 10:00 P.M.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 534 @ .655 = \$349.77

Per Diem 2 Dys @ \$51.00 + \$20 1D= \$122.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 500.00
 Other PO# Airline _____ = \$ 0
 Other PO# Parking _____ = \$ 0

Sub Total \$971.77

Budget 226-60-720-3586-582 (100%) \$471.77

Check Total \$471.77

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

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

Employee Name Michael ComesAtNight
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/8 - 10, 2023</u>	<u>24</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 |
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Conference/Workshop Class A BBB State Tournaments (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 3/9/23

Return Date 3/11/23

Departure Time 3:00 PM

Return Time 11:00 P.M.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 534 @ .655 = \$349.77
Per Diem 2 Dys @ \$51.00 + \$20 D= \$122.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 500.00
 Other PO# Airline _____ = \$ 0
 Other PO# Parking _____ = \$ 0

Sub Total \$971.77

Budget 226.60.150.2410.582 (100%) \$471.77
 _____ () _____

Check Total \$471.77

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

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

Employee Name Dennis Juneau
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/8 - 10, 2023</u>	<u>24</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

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|--|------------------------------------|-------------------------------|
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- (Master Contract Relationship)**

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Per Diem 2 Dys @ \$51.00 + \$20 1D= \$122.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 500.00
 Other PO# Airline _____ = \$ 0
 Other PO# Parking _____ = \$ 0

Sub Total \$971.77

Budget 126.90.160.2320.582 (75%) \$353.83
226.90.160.2320.582 (25%) \$118.94

Check Total \$471.77

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____