

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/26/22



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: 1/17/21

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: State Wrestling Tournaments 2021-2022

Description: Request travel for Tony Wagner and Kari McKay to attend State Wrestling Tournament in Billings, MT 2/9/22 & 2/11/22

Financial Impact: \$ 628.52 ea

Funding Source (Budget/grant, etc.): 226.60.720.3500.582 (AD); 226.60.150.2410.582 (Asst Prncpl)

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 Winter Sports 2021/2022

Wrestling

DATE	OPPONENT	PLACE	TIME	DEPARTURE	OVERNIGHT
11/17/21	Winter Parent Meeting	BHS Gym	5:00pm		
11/18/21	1st Day Practice	BHS Gym	TBA		
12/3-4/21	Owen Invite	Polson	3pm&9am	10:00am	yes
12/7/21	Libby	Libby	5:00pm	11:30am	
12/9/21			TBA	TBA	TBA
12/10/21	Jason Hannon Memorial	Browning High	TBA	TBA	TBA
12/11/21	Jason Hannon Memorial	Browning High	TBA	TBA	TBA
12/14/21 GW	Frenchtown	Frenchtown	TBA	TBA	TBA
12/16/21	Browning Invite	BHS Gym	4:00pm		
12-17-18/21	Holiday Classic	CMR	TBA	TBA	yes
12/21/21	Ronan	Ronan	5:00pm	11:30am	
1/4/22	East Helena	East Helena	5:00pm	11:30am	
1/4/22 GWr	Hamilton	Hamilton	5:00pm	10:00am	
1/6/22	Whitefish	Whitefish	5:00pm	2:00pm	
1/7-8/22	Western Montana Duals	Ronan	11:00am	6:30am	yes

1/11/22	Corvallis	Corvallis	4:00pm	10:00am	
1/14-15/22	Rocky Mountain	Missoula	TBA	TBA	yes
1/18/22 GWr	Dillon	Dillon	4:00pm	9:00am	
1/21-22/22	Montana Duals	Lewistown	TBA	TBA	yes

1/25/22	Browning Invite	BHS Gym	4:00pm		
1/28/22	Whitefish	Whitefish	5:00pm	1:30pm	
2/4-5/22	Frenchtown	Divisionals	TBA	TBA	yes
2/10-11/22	TBA	State	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>2/10-2/12</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 State Wrestling Tournaments (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 2/10/22

Return Date 2/12/22

Departure Time 7:30 am

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 692 x .56 ÷ 2 = \$193.76
Per Diem 3Day @ \$36.00. = \$108.00

<input type="checkbox"/> Registration PO# _____	= \$ 0.
<input type="checkbox"/> Hotel PO# _____	= \$326.76
<input type="checkbox"/> Other PO# _____	= \$ 0.
<input type="checkbox"/> Other PO# _____	= \$ 0.

Sub Total \$628.52

Budget 226.60.150.2410.582 (100%) 301.76

Check Total \$301.76

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Tony Wagner
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/10&2/11, 2022</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

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Conference/Workshop State Wrestling Tournaments 2021-2022 (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 2/10/22

Return Date 2/13/22

Departure Time 2:00 am

Return Time 2:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

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Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

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