

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/12/21



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**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

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**Date:**        9/17/21

**To:**            Board of Trustees  
                    Browning Public Schools

**From:**        Corrina Guardipee-Hall  
**Title:**         Superintendent

**Subject:** **In State**

**Description:** Request travel for Michael ComesatNight and Dennis Juneau to attend the X-Country State in Missoula, MT 10/21/21 - 10/23/21

**Financial Impact:** \$ 451.24 ea.

**Funding Source (Budget/grant, etc.):** 226.60.150.2410.582

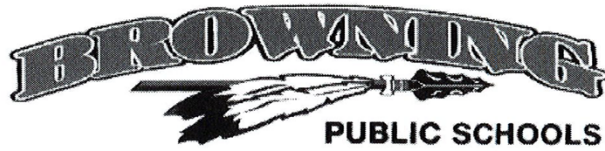
**Attachment(s):** Travel Request/Schedule

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



Browning High School Fall Sports 2021/2022

**Cross Country**

DATE	OPPONENT	PLACE	TIME	DEPARTURE	OVERNIGHT
8/11/21	Fall Parent Meeting	BHS Cafeteria	5:00pm		
8/13/21	1st Day Practice	BHS Course	TBA		
8/28/21	Browning Invite	East Glacier	10:00am	8:00am	
8/28/21	Libby Invite	Libby	TBA	TBA	
9/4/21	Ronan Invite	Ronan	9:00am	6:00am	
9/7/21	Butte Central	Butte Central	5:00pm	11:30am	
9/10/21	Rebecca Farms	Kalispell	1:00pm	10:30am	
9/11/21	Open				
9/17-18/21	Mountain West Classic	Missoula MT	TBA	4:00pm	Yes
9/13/21	Shelby Invite	Shelby	TBA	TBA	
9/15/21					
9/20-25/21	Open				
9/28/21	Whitefish	Whitefish	3:00pm	12:00pm	
9/30/21	Hamilton	Hamilton	4:00pm	10:30am	
10/2/21	Silverfox	Pison/Ronan	12:00pm	8:00am	
10/7/21	7on7	Helena	12:00pm	8:00am	
10/9/21	Wilderness	Libby	9:00am	6:00am	
10/16/21	Western	Dillon	1:00pm	5:00am	

	Classic				
10/22-23/21	XC State	Missoula	TBA	TBA	yes

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

Employee Name \_\_\_\_\_  
Building Browning High School

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/22/21</u>	<u>8 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 X-Country State (**Attach Brochure/Agenda**)

Location Missoula, MT

Departure Date 10/21/21

Return Date 10/23/21

Departure Time 4:00 pm

Return Time 11:00 pm

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 408 x \$0.56 ÷ 2 = \$114.24

Per Diem 2 Days @ \$36.00 + \$15D = \$ 87.00

<input type="checkbox"/> Registration PO# _____	= \$ 0.
<input type="checkbox"/> Hotel PO# _____	= \$250.00
<input type="checkbox"/> Other PO# _____	= \$ 0.
<input type="checkbox"/> Other PO# _____	= \$ 0.

**Sub Total \$451.24**

Budget 226.60.150.2410.582 (100%) 201.24

**Check Total \$201.24**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_