

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/26/19



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: 9/24/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: Everett Armstrong
Title: Director of Activities

Subject: **In State Travel- MW Classic XC**

Description: Request travel to attend the Mountain West Classic Cross-Country Meet in Missoula, MT 9/27/19-9/28/19.

Financial Impact: \$ 389.64

Funding Source (Budget/grant, etc.): 226 60 720 3500 582

Attachment(s): Travel/leave request

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

Comments: _____

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



Browning High School Cross Country

Date	Opponent	Time	Location	Bus Departs
Wednesday, August 14, 2019	Parent Meeting	5:00-7:00pm	BHS	
Friday, August 16, 2019	First Day of Practice	TBA	Cross Country	
Saturday, August 31, 2019	Libby	10:00 AM	Libby	4:30 AM
Friday, September 6, 2019	Cut Bank Time Trials	TBA	Cut Bank	2:30 PM
Tuesday, September 10, 2019	Fairmont-Butte	5:00 PM	Butte	9:00 AM
Saturday, September 14, 2019	Flathead Invite	11:00 AM	Kalispell	7:30 AM
Thursday, September 19, 2019	Thompson Falls	12:00 AM	Thompson Falls	9:00 AM
Saturday, September 21, 2019	Polson	12:00PM	Polson	7:30 AM
Tuesday, September 24, 2019	Whitefish	3:00 PM	Whitefishh	10:30 AM
Saturday, September 28, 2019	Mountain West Classic	9:30 AM	Missoula	3:00 PM
Thursday, October 3, 2019	Hamilton	4:00 PM	Hamilton	9:00 AM
Saturday, October 5, 2019	Havre	TBA	Havre	TBD
Thursday October 10, 2019	7 on 7	12:30 PM	Helena	7:00 AM Varsity Only
Saturday, October 12, 2019	Browning Invite	1:00 PM	Browning	
Saturday, October 19, 2019	Western- A (Corvallis Host)	TBA	Hamilton	TBD
Saturday, October 26, 2019	State	TBA	Great Falls	TBD
<p>Senior Night</p> <p>Superintendent: Corrina Guardipee-Hall</p> <p>Head Coach: Steve Laforge Activities Director: Everett Armstrong</p> <p>Assistant- Shaylea Tatsey BHS Principal: Jen Wagner</p> <p>Assistant- Ross DeRoche Assistant Principal: William Huebsch</p> <p>Assistant Principal: Kari McKay</p>				

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

Employee Name Everett Armstrong
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/27 – 9/28/19</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 Cross Country-Mountain West Classic **Attach Brochure/Agenda**

Location MISSOULA MT

Departure Date 9/27/19

Return Date 9/28/19

Departure Time 2:30PM

Return Time 8:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @ .58 = \$236.64
Per Diem 1D @ \$15 + 1 day \$36 = \$ 51.00

Registration PO# _____ = _____
 Hotel PO# W/team 1 night. = \$102.58
 Other PO# _____ = \$ 0
 Other PO# _____ = \$ 0

Sub Total \$389.64

Budget 226 60 720 3500 582 (100%) \$287.64

Check Total **\$287.64**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____