

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/8/22



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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:**   1/26/22

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

**From:**   Jennifer Wagner  
**Title:**    Principal

**Subject:** **In State Travel: Divisional Basketball Tournaments 2021-2022**

**Description:** Request approval for Kari McKay (2/23/22 - 2/25/22) and Michael ComesAtNight (2/23/22 - 2/26/22) to attend Divisional Basketball Tournaments in Hamilton, MT

**Financial Impact:** \$1,194.98 (\$715.24/\$479.24)

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



Basketball 2021/2022

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		
12/10-11/21	Tip-Offs	TBA	TBA	TBA	yes
12/16/21	C. Falls	C. Falls	4:15pm	2:00pm	
12/18/21 DH	Ronan	BHS/BMS	1:00pm		
12/20-23/21	Open				
1/3/22 C-Sqd	Whitefish	BHS	4:15pm		
1/7/22 JV/V	Whitefish	BH/BMS	3:00pm		
1/8/22	Libby	Libby	1:00pm	8:30am	
1/10-14/22	Open				
1/13/2021	Havre	BHS	4:00pm		
1/15/22	Polson	BHS/BMS	1:00pm		
1/20/22	C. Falls	BHS	4:15pm		
1/22/22	Ronan	Ronan	1:00pm	8:30am	
1/24-29/22	Open				
1/31/22 CSq	Whitefish	Whitefish	4:15pm	1:30pm	
2/4/22 JVN	Whitefish	Whitefish	4:30&7:30pm	1:30pm	
2/5/22 DH	Libby	BHS/BMS	1:00pm		
2/7-11/22	Open				
2/10/2021	Havre	Havre	3:00pm	11:00am	
2/12/22 DH	Polson	Polson	1:00pm	9:00am	2Gyms
2/14-16/22	Open				
2/17-19/22	Play-In Games				
2/24-26/22	Divisionals	Hamilton			
3/10-12/22	State	Missoula			

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

Employee Name Michael ComesAtNight  
Building Browning High School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/23/22 - 2/26/22</u>	<u>21 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 BBB Divisionals (Attach Brochure/Agenda)

Location Hamilton, MT

Departure Date 2/23/22

Return Date 2/26/22

Departure Time 12:00 pm

Return Time 10:00 pm

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 508 x \$0.56 x2=\$142.24  
Per Diem 3Day@ \$36.00+\$15D = \$123.00

Registration PO# \_\_\_\_\_ = \_\_\_\_\_  
 Hotel PO# \_\_\_\_\_ = \$450.00  
 Other PO# \_\_\_\_\_ = \$ \_\_\_\_\_  
 Other PO# \_\_\_\_\_ = \$ \_\_\_\_\_

**Sub Total \$715.24**

Budget 226.60.150.2410.582.0000 (100%) \$265.24

**Check Total 265.24**

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

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

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

**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>2/23/22 - 2/26/22</u>	<u>21 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**

- |   |   |                                      |
|---|---|--------------------------------------|
| <b>AN</b> Annual                              | <b>PL</b> Personal Leave                  | <b>ALWO</b> Approved Leave W/O Pay   |
| <b>SL</b> Sick Leave                          | <b>JD</b> Jury Duty (attach verification) | <b>ULWO</b> Unapproved Leave w/o Pay |
| <b>*EX/SR</b> Extra-Curricular/School Related | <b>NG</b> National Guard                  | <b>SWP</b> Suspended w/Pay           |
|   | <b>FN</b> Funeral _____                   | <b>SWOP</b> 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** Girls Basketball Divisionals **(Attach Brochure/Agenda)**

**Location** Hamilton, MT

**Departure Date** 9/23/21

**Return Date** 9/25/21

**Departure Time** 4:00 pm

**Return Time** 11:00 pm

**Transportation:**       Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** 508 x \$0.56 x2 = \$142.24  
**Per Diem** 2 Day@ \$36.00+\$15D = \$ 87.00

**Registration PO#** \_\_\_\_\_ = \_\_\_\_\_  
 **Hotel PO#** \_\_\_\_\_ = 250.00  
 **Other PO#** \_\_\_\_\_ = \$ 0.  
 **Other PO#** \_\_\_\_\_ = \$ 0.

**Sub Total \$479.24**

**Budget** 226.60.150.2410.582 (100%) \$229.24

**Check Total \$229.24**

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

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

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