Browning Public Schools
Board Agenda Request
Meeting to Be Held: March 7, 2023

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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: 2/27/23

To: Board of Trustees   **From:**   Corrina Guardipee-Hall
Browning Public Schools   Title: Superintendent

Subject: In State Travel: Class A State Basketball Tournaments 2022-202

Description: Request travel to attend the Class A Girls State Basketball Tournaments in Bozeman, MT on March 9, 10 and 11, 2023.

Financial Impact: $932.06

Funding Source (Budget/grant, etc.): 126 / 226.90.160.2320.582

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	
3/9/23	Thurs	State	Bozeman	TBA	
3/10/23	Fri	State	Bozeman	TBA	
3/11/2	Sat	State	Bozeman	TBA	

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall   **Employee #** _____
Building Browning High School   **Substitute Name** _____

LEAVE REPORT

Date of Leave	Hours	Type of Leave
3/9 - 10, 2023	24	SR
_____	_____	_____

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
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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** 9:00 P.M.
Transportation: ☐ Personal Vehicle   **Mileage** Mileage to Bozeman to GF **452** @ .655 = $296.06
            ☐ District Vehicle   **Per Diem** 2 Dys @ $51.00 + $14L + $20D = $136.00
            ☐ Professional Development

            ☐ **Registration** PO# _____ =$ 0
            ☒ **Hotel** PO# _____ =$500.00
            ☐ **Other** PO# Airline =$ 0
            ☐ **Other** PO# Parking =$ 0
                        Sub Total $932.06

Budget 126.90.160.2320.582 (75%) $324.05   **Check Total $432.06**
        226.90.160.2320.582 (25%) $108.01

Employee Signature _____   **Date** _____

Principal/Supervisor _____   **Date** _____

Superintendent Signature _____   **Date** _____