

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 4/13/21



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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:**    3/31/21

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

**From:**    Kari McKay  
**Title:**     Assistant Principals

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

**Description:** Request travel to attend Girls Softball as the administrator in Libby/Polson., 4/23/21 through 4/24/21

**Financial Impact:** \$ 451.38

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



## BHS Softball Schedule 2021

Date	Opponent	Place	Time	Departure	Overnight
3/27/2021	Cut Bank Jamboree	Cut Bank	TBA	TBA	
4/1/2021	Conrad	Conrad	4&6pm		
4/2/2021	Havre	Home	1&3pm	TBA	
4/13/21	Cut Bank	Home	4&6pm		
4/15/2021	East Helena	Home	4pm		
4/22/2021	Columbia Falls	Home	3:30& 5:30pm		
4/23/2021	Libby	Libby	TBA	TBA	
4/24/2021	Polson	Polson	1&3pm	8:00am	
4/27/2021	Eureka	Home	4&6pm		
4/30-5/1	Frenchtown	Frenchtown	TBA	TBA	yes
5/4/2021	Cut Bank	Cut Bank	4&6pm	1:30pm	
5/7/2021	Polson	Home	4&6pm	11:30am	
5/8/2021	Ronan	Ronan	1&3pm	8:00am	
5/11/2021	Columbia Falls	Columbia Fall	4&6pm	12:00pm	
5/13/2021	East Helena	East Helena	4pm	10:00pm	
5/14-15	Butte Classic	Butte MT	TBA	TBA	yes
5/22/2021	Ronan	Home	12&2pm		
5/27-29	State	Butte MT	TBA	TBA	yes

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

**Employee Name** Kari McKay  
**Building** Browning High School

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

**LEAVE REPORT**

<b><u>Date of Leave</u></b>	<b><u>Hours</u></b>	<b><u>Type of Leave</u></b>
<u>4/23 thru 4/24</u>	<u>8 Hours</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** BHS Girls Softball **(Attach Brochure/Agenda)**

**Location** Libby/Polson, MT

**Departure Date** 4/23/21

**Return Date** 4/24/21

**Departure Time** 6:00 am

**Return Time** 9:00 pm

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

**Mileage** 466 x .56    = \$ 260.96  
**Per Diem** 2 Days @ \$36.00    = \$ 72.00

**Registration PO#** \_\_\_\_\_ = \$ 0.  
 **Hotel PO#40850** \_\_\_\_\_ = \$ 118.42  
 **Other PO#** \_\_\_\_\_ = \$ 0.  
 **Other PO#** \_\_\_\_\_ = \$ 0.

**Sub Total** \$451.38

**Budget** 226.60.150.2410.582 ( %) 332.96  
                   (            %)

**Check Total** **\$332.96**

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

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

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