

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/25/23



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: 1/17/21

To: Corrina Guardipee-Hall
 Browning Public Schools

From: Jennifer Wagner
Title: Principal

Subject: In State Travel: State Wrestling Tournament 2022-2023

Description: Request travel for Kari McKay to attend Wrestling State Tournaments in Billings, MT
2/9/22 & 2/11/22

Financial Impact: \$ 623.00

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

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 Wrestling

| Date | Day | Opponent | Site | Time | Bus Leave Time |
|---------------|--------------|--|-----------------|---------------|-------------------|
| 11/17/22 | Thurs | First Day of Practice | | | |
| Dec 2 | Fri | Polson (Boys/Girls) | Polson | 3:00pm | 10:30am |
| Dec 3 | Sat | Polson (Boys/Girls) | Polson | 9:00am | |
| Dec 8 | Thurs | Polson (Boys/Girls) | Polson | 4:00pm | 10:30am |
| Dec 9 | Fri | Mining City Duals (Boys) | Butte | 12:30pm | |
| Dec 10 | Sat | Mining City Duals (Boys) | Butte | 9:00am | |
| Dec 10 | Sat | Flathead (Girls) | | | 6:00am |
| Dec 15 | Thurs | Whitefish/Columbia Falls (Boys/Girls) | Browning | 5:00pm | 8:00pm CMR |
| Dec 16 | Fri | CMR Classic (Boys/Girls) | Great Falls | 11:00am | |
| Dec 17 | Sat | CMR Classic (Boys/Girls) | Great Falls | 9:00am | |
| Dec 20 | Tues | Shelby (Boys/Girls) | Shelby | 11:00am | 8:30am |
| Jan 5 | Thurs | Frenchtown (Boys) | Frenchtown | 5:00pm | 11:00am |
| Jan 6 | Fri | Western A Duals (Boys/Girls) | Ronan | 11:00am | Girls 5:00am |
| Jan 7 | Sat | Western A Duals (Boys/Girls) | Ronan | 10:00am | |
| Jan 12 | Thurs | Stevensville (Boys) | Stevensville | 5:00 | 10:30am |
| Jan 13 | Fri | East Helena (Girls) | East Helena | 4:00pm | 11:45am |
| Jan 13 | Fri | Missoula Rocky Mountain (Boys/Girls) | Missoula | 11:00am | |
| Jan 14 | Sat | Missoula Rocky Mountain (Boys/Girls) | Missoula | 9:00am | |
| Jan 19 | Thurs | East Helena (Boys) | East Helena | 5:00 | 12:30pm |
| Jan 20 | Fri | Class A Duals (Boys/Girls) | Lewistown | 2:00pm | |
| Jan 21 | Sat | Class A Duals (Boys/Girls) | Lewistown | 9:00am | |
| Jan 24 | Tues | Shelby (Girls) | Shelby | 2:00pm | 10:45pm |
| Jan 26 | Thurs | Cascade (Girls) | Cascade | 5:00pm | 12:30pm |
| Jan 27 | Fri | Whitefish (Boys) | Whitefish | 2:00pm | 10:00am |
| Jan 28 | Sat | Browning (Boys/Girls) | Browning | 9:00am | |
| Jan 31 | Tues | Frenchtown (Girls) | Frenchtown | 5:00pm | 10:30am |
| Feb 3 | Fri | Divisional | Polson | | 5:00am |
| Feb 4 | Sat | Divisional | Polson | | |
| Feb 8 | Wed | State | Billings | | 12:00pm |
| Feb 9 | Thurs | State | Billings | | |
| Feb 10 | Fri | State | Billings | | |
| Feb 11 | Sat | State | Billings | | |
| | | | | | |

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>2/8, 2/9, 2/10/2023</u> | <u>20</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 Wrestling State (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 2/8/23

Return Date 2/11/23

Departure Time 12:00 pm

Return Time 11:00 pm

Transportation: ☐ Personal Vehicle
☒ District Vehicle
☐ Professional Development

Mileage _____ =\$ 0.

Per Diem 3Day@\$51.00+\$20D=\$173.00

☐ Registration PO# _____ =\$ 0.
☐ Hotel PO# _____ =\$450.00
☐ Other PO# _____ =\$ 0.
☐ Other PO# _____ =\$ 0.

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$623.00

Budget 226.60.150.2410.582 (100 %) \$173.00
(%)

Check Total \$173.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____