

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/8/19



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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:**      10/2/19

**To:**          **Corrina Guardipee-Hall**  
                    Superintendent

**From:**      Everett Armstrong  
**Title:**      Director of Activities

**Subject:** In State Travel- XC Divisionals

**Description:** Request travel for Everett Armstrong to attend the Cross Country Divisional Tournament in Hamilton, MT 10/18/19-10/19/19.

**Financial Impact:** \$ 271.90

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

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



## Browning High School Cross Country

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

**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>
_____	_____	_____
_____	_____	_____

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 XC Divisionals Attach Brochure/Agenda

Location Hamilton, MT

Departure Date 10/18/19

Return Date 10/19/19

Departure Time 4:00pm

Return Time 8:00pm

Transportation:    ☒ Personal Vehicle  
                              ☐ District Vehicle  
                              ☐ Professional Development

Mileage 408 ÷ 2 @ .58 = \$118.32

Per Diem 1 Day @ \$36 + \$15D = \$ 51.00

☐ Registration PO# \_\_\_\_\_ = \$ 0.

☒ Hotel PO# W/team 1 night. = \$102.58

☐ Other PO# \_\_\_\_\_ = \$ 0.

☐ Other PO# \_\_\_\_\_ = \$ 0.

**Sub Total \$271.91**

Budget 226 60 720 3500 582 (100%) \$169.32

**Check Total \$169.32**

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

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

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