

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/12/21



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: 10/5/21

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: State Volleyball Tournament 2021-2022

Description: Request travel to attend the State Volleyball Tournament in Bozeman, MT Nov. 11-13, 2021 as the Administrator in charge.

Financial Impact: \$456.52

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: _____

MONTANA HIGH SCHOOL ASSOCIATION

2021 – 2022 Dates and Sites of State Events

Event	Date(s)	Site
1. State AA Golf	Sept 30-Oct 1, 2021	Cottonwood Hills Golf Club (Bozeman)
2. State A Golf	Oct. 1-2, 2021	Polson Bay Golf Course
3. All-State Band, Chorus and Orchestra	Oct 20-22, 2021	Great Falls
4. State Cross Country	Oct 23, 2021	Missoula (UM Golf Course)
5. State All-Class Volleyball	Nov 11-13, 2021	Bozeman (MSU)
6. State AA Speech	Jan 28-29, 2022	Helena
7. State A Speech and Drama	Jan 28-29, 2022	Corvallis
8. State B-C Speech and Drama	Jan 28-29, 2022	Huntley Project
9. State Swim Meet	Feb 11-12, 2022	Great Falls (hosted by GFHS)
10. State All-Class Wrestling (boys & girls- same site)	Feb 11-12, 2022	Billings (MetraPark)
11. State AA Basketball (boys & girls-same site)	March 10-12, 2022	Billings (MetraPark)
12. State A Basketball (boys & girls-same site)	March 10-12, 2022	Missoula (UM)
13. State B Basketball (boys & girls-same site)	March 10-12, 2022	Bozeman (MSU)
14. State C Basketball (boys & girls-same site)	March 9-12, 2022	Great Falls (ExpoPark)
15. State All-Class Powerlifting	April 29 – 30, 2022	To be determined
16. State Solo and Ensemble (East)	May 6-7, 2022	Billings
17. State Solo and Ensemble (West)	May 6-7, 2022	Helena
18. State B Golf	May 17-18, 2022	Fairmont Golf Course
19. State C Golf	May 17-18, 2022	Sidney Country Club (hosted by Fairview HS)
20. State B-C Tennis	May 16-21, 2022	To be determined
21. State AA Tennis	May 26-27, 2022	Missoula (Fort Missoula/Playfair Park)
22. State A Tennis	May 26-27, 2022	Bozeman (hosted by Park HS)
23. State AA Softball	May 26-28, 2022	Missoula (Fort Missoula hosted by Sentinel HS)
24. State A Softball	May 26-28, 2022	Hamilton
25. State B-C Softball	May 26-28, 2022	Lewistown (hosted by Fergus HS)
26. State AA-A Track & Field Meet	May 27-28, 2022	Butte (Bulldog Memorial Stadium)
27. State B-C Track & Field Meet	May 27-28, 2022	Great Falls (Memorial Stadium hosted by Fairfield HS)

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Corrina Guardipee-Hall
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>11/4-6/21</u>	<u>18 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 State Volleyball Game (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 11/11/21

Return Date 11/13/21

Departure Time 2:00 pm

Return Time 10:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 267 x .56 =\$149.52

Per Diem 2 days \$72 + \$15D =\$ 87.00

<input type="checkbox"/> Registration PO#	= \$ 0.
<input checked="" type="checkbox"/> Hotel PO#	=\$220.00
<input checked="" type="checkbox"/> Other PO#	=\$
<input type="checkbox"/> Other PO#	=\$ 0.

Sub Total \$456.52

Budget 126/226.90.160.2320.582 (%) \$236.52

Check Total \$236.52

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____