

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/31/18



- 
- 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:**    1/22/18

**To:**        **Board of Trustees**  
                  Browning Schools

**From:**    Corrina Guardipee-Hall  
**Title:**     Superintendent

**Subject:**   **Travel to GBB State Tournament**

**Description:** Request approval for Tony Wagner, John Salois, Corrina Guardipee-Hall to travel to State GBB Tournament in Great Falls, MT March 8, 2018 - March 10, 2018.

**Financial Impact:** \$162.22 ea

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

**Attachment(s):** Leave Request/BB Schedule

**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 Girls Basketball Schedule**

Parent Meeting	November 21, 2017 5:00pm
First Day of Practice	November 16, 2017
Friday December 8, 2017	Tip Off @ Missoula TBA
Saturday December 9, 2017	Tip Off @ Missoula TBA
Friday December 8, 2017	NAC JV @ SKC Pablo MT TBA
Saturday December 9, 2017	NAC JV @ SKC Pablo MT TBA
Friday December 8, 2017	Freshmen vs Shelby @ Shelby TBA
Saturday December 9, 2017	Freshmen vs Big Fork @ Shelby TBA
Friday December 15, 2017	@ Ronan 2:30pm, 4:00pm, 7:00pm
Saturday December 16, 2017	@ Whitefish 11:00am, 2:00pm, 5:00pm
Tuesday December 19, 2017	vs Shelby 4:30pm, 7:30pm
Friday December 22, 2017	@ Polson 3:00pm, 4:30pm, 6:00pm
Thursday January 4, 2018	Freshmen vs Cut Bank 6:30pm
Friday January 5, 2018	vs Cut Bank 4:30pm, 7:30pm
Saturday January 6, 2018	@ Libby 11:00am, 12:30pm, 3:30pm
Friday January 12, 2018	vs Havre 4:00pm, 5:30pm, 7:00pm
Saturday January 13, 2018	vs Whitefish 1:00pm, 2:30pm, 5:30pm
Thursday January 18, 2018	@ Columbia Falls 3:00pm, 4:30pm, 6:00pm
Saturday January 20, 2018	vs Ronan 11:00am, 12:30pm, 3:30pm
Monday January 22, 2018	Freshmen @ Shelby 6:00pm
Friday January 26, 2018	@ Shelby 4:30pm, 7:30pm
Saturday January 27, 2018	vs Libby 11:00am, 12:30pm, 3:30pm
Monday January 29, 2018	Freshmen @ Cut Bank 7:00pm
Friday February 2, 2018	@ Cut Bank 4:30pm, 7:30pm
Saturday February 3, 2018	vs Polson 11:00am, 12:30pm, 3:30pm
Friday February 9, 2017	@ Havre 4:00pm, 5:30pm, 7:00pm
Saturday February 10, 2018	vs Columbia Falls 1:00pm, 2:30pm, 4:00pm
Thursday February 15, 2018	@ District Tournament Ronan TBA
Friday February 16, 2018	@ District Tournament Ronan TBA
Saturday February 17, 2018	@ District Tournament Ronan TBA
Thursday February 22, 2018	@ Divisional Tournament Butte TBA
Friday February 23, 2018	@ Divisional Tournament Butte TBA
Saturday February 24, 2018	@ Divisional Tournament Butte TBA
Thursday March 8, 2018	@ State Tournament Great Falls TBA
Friday March 9, 2018	@ State Tournament Great Falls TBA
Saturday March 10, 2018	@ State Tournament Great Falls TBA

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

Employee Name John Salois

Employee # \_\_\_\_\_

Building BROWNING HIGH SCHOOL

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

**Date of Leave**

**Hours**

**Type of Leave**

3/8-10/18

24

SR

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



Date 1-22-18

Approved: Condition upon the specific leave being available for the specific employee  Not Approved

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

Date \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual

SL Sick Leave

\*\*\*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral

(Master Contract) Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

\*\*\*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 GBB State Tournament

Attach Brochure/Agenda

Location Great Falls, MT.

Departure Date 3/8/18

Return Date 3/10/18

Departure Time 8:00 a.m.

Return Time 12:00 a.m.

Transportation:

Personal Vehicle

District Vehicle

Professional Development

Mileage 1/2 254 @ .545 = \$69.22

Per Diem 2dy/1lnc/1dnr = \$97.00

Registration PO# \_\_\_\_\_ = \$

Hotel PO# \_\_\_\_\_ = \$

Other PO# \_\_\_\_\_ = \$

Other PO# \_\_\_\_\_ = \$

**Sub Total \$166.22**

Budget 226.60.150.2410.582.0000 (70%)

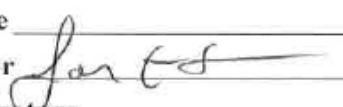
(30%)

**Check Total \$166.22**

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

Date \_\_\_\_\_

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



Date 1-22-18

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

Date \_\_\_\_\_

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

**Employee Name** TONY WAGNER  
**Building** BROWNING HIGH SCHOOL

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/8/18 to 3/10/18</u>	<u>24</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 A GBB Tournament (Attach Brochure/Agenda)

**Location** Great Falls, Montana

**Departure Date** 3/8/18

**Return Date** 3/10/18

**Departure Time** 7:00am

**Return Time** 10:00 PM

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

**Mileage** 254 @ .545 ÷ 2 = \$69.22

**Per Diem** \$27, \$35, 35 = \$97.00

**Registration PO#** \_\_\_\_\_ = \_\_\_\_\_

**Hotel PO#** 2 x \$128.33 = \$256.66

**Other PO#** \_\_\_\_\_ **Airfare** = \$ - 0 -

**Other PO#** \_\_\_\_\_ **Luggage** = \$ - 0 -

**Sub Total** \$ 422.88

**Budget** 226.60.720.3500.582 (100%) 166.22

**Check Total** \$166.22

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

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

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

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

**Employee Name** Corrina Guardipee-Hall

**Employee #** \_\_\_\_\_

**Building** Administration

**Substitute Name** \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/8/18 to 3/10/18</u>	<u>24</u>	<u>SR</u>
_____	_____	_____

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

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*(Master Contract Relationship)*

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**Check Total** **\$166.22**

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

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

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