

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 5/26/21



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: 5/19.21

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: State Track 2020-2021

Description: Request travel for Jennifer Wagner and Everett Armstrong to attend the BPS State Divisional Tournament in Laurel, MT

Financial Impact: \$496.18 ea

Funding Source (Budget/grant, etc.): 226.60.720.3500.582

Attachment(s): Travel Request/Schedule

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



BHS Track Schedule 2021

Date	Opponent	Place	Time	Departure	Overnight
3/27/2021	Cut Bank Invite	Cut Bank	9:00am	7:30am	
4/1/2021	Cut Bank Invite	Cut Bank	11:00am	9:30am	
4/10/2021	Havre Invite	Havre MT	9:00am	5:30am	
4/17/2021	Libby Invite	Libby MT	TBA	TBA	
4/20/2021	Lincoln County	Eureka MT	3:30pm	9:30am	
4/24/2021	Columbia Falls	Columbia Falls	TBA	TBA	
4/27/2021	Lincoln County Top 8	Eureka MT	TBA	9:30am	
4/27/2021	Cal Wearley	Havre	8:30am	5:00am	
Canceled					
5/6/2021	Ronan Invite	Ronan	4:00pm	10:00am	
5/6/2021	9th Grade @Great Falls	Great Falls	3:30pm	11:30pm	
5/8/2021	Columbia Falls	Columbia Falls	TBA	TBA	
5/11/2021	Libby Triangular	Libby MT	4:00pm	10:00am	
5/15/2021	Polson ABC	Polson	9:30am	5:00am	
5/20-22/2021	Divisional Meet	Columbia Falls	TBA	TBA	yes
5/27-29/2021	State Meet	Laurel	TBA	TBA	yes

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request
Building High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/27-29, 2021</u>	<u>8, 8, 8</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 Track State Tournament (Attach Brochure/Agenda)

Location Laurel, MT

Departure Date 5/27/21

Return Date 5/29/21

Departure Time 8:00 a.m.

Return Time 10:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 362 (1/2) x .56 = \$ 202.72

Per Diem 2 days@72+\$12L+\$15D = \$ 99.00

☐ Registration PO# _____ = \$ 0.

☒ Hotel PO# _____ = \$194.46

☐ Other PO# Airfare = \$ 0.

☐ Other PO# Luggage = \$ 0.

Sub Total \$496.18

Budget 226.60.720.3500.582 (100 %) \$301.72
_____ (_____ %)

Check Total \$301.72

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____