

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/30/20



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: 9/23/20

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jennifer Wagner
Title: BHS Principal

Subject: **In State Travel - Divisional Golf Tournament 2020-2021**

Description: Request travel to attend Divisional Golf Tournament in Polson, MT., 9/24-9/25/20 as Administrator.

Financial Impact: \$ 209.70

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

Attachment(s): Conference Agenda/Travel Request

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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



GOLF 2020/2021						
Date	Opponent	Time	Location		Departure/Date	Overnight
12-Aug-20	Parent Meeting	5:00-5:45 pm	BHS Cafeteria			
13-Aug-20	1st Day of Fall Practice					
18-Aug-20	Dillon Invitational	9:00 AM	Dillon MT.		8/17/20 12:00	yes
20-Aug-20	Havre	10:00 AM	Havre		8/20/20 0:00	
22-Aug-20	Browning Invitational	10:00 AM	East Glacier Course		22-Aug-20	
24-Aug-20	Western A Kick-Off	9:00 AM	Whitefish MT		8/24/20 6:00	
27-Aug-20	Ronan Invite		Ronan MT		August 27,2020	
2-Sep-20	Ranch Club	10:00 AM	Frenchtown MT		1-Sep-20	yes
3-Sep-20	King Ranch	10:00 AM	Frenchtown MT		1-Sep-20	yes
11-Sep-20	Libby Invite	10:00 AM	Libby MT		9/11/20 5:30	
14-Sep-20	Polson Invite	10:00 AM	Polson MT		9/14/20 6:00	
19-Sep-20	Hamilton Invite	10:00 AM	Hamilton MT		9/18/20 12:00	yes
25-Sep-20	Divisionals		Polson MT	Pep Rally 1:00pm	9/24/20 14:00	yes
30-Sep-20	State Golf	2-Oct-20	Butte	Pep Rally 1:00pm	9/24/20	yes

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

Employee Name Jennifer Wagner
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/24 & 25, 2020</u>	<u>4/8/8</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 Golf Divisional Attach Brochure/Agenda

Location Polson, MT.

Departure Date 9/24/20

Return Date 9/25/20

Departure Time 2:00 p.m.

Return Time 8:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 276@.575=\$158.70
Per Diem 1dys 1 dnr. =\$ 51.00

Registration PO# = _____
 Hotel PO# = _____
 Other PO# = _____
 Other PO# = _____

Sub Total \$209.70

Budget 226.60.150.2410.582 (100%) 209.70
(_____)

Check Total \$209.70

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____