

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/8/22



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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:**    1/26/22

**To:**        **Corrina Guardipee-Hall**  
                 Browning Public Schools

**From:**   Jennifer Wagner  
**Title:**    Principal

**Subject: In State Travel: State Basketball Tournament 2021-2022**

**Description:** Request approval for Kari McKay and Michael ComesAtNight to attend State Basketball Tournament in Missoula, MT (3/9/22 - 3/12/22)

**Financial Impact: \$508.24 ea**

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

**Attachment(s):** Travel Request/Schedule

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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



Basketball 2021/2022

Date	Opponent	Place	Time	Departure	Overnight
11/17/21	Winter Parent Meeting	BHS Gym	5:00pm		
11/18/21	1st Day Practice	BHS Gym	TBA		
12/10-11/21	Tip-Offs	TBA	TBA	TBA	yes
12/16/21	C. Falls	C. Falls	4:15pm	2:00pm	
12/18/21 DH	Ronan	BHS/BMS	1:00pm		
12/20-23/21	Open				
1/3/22 C-Sqd	Whitefish	BHS	4:15pm		
1/7/22 JV/V	Whitefish	BH/BMS	3:00pm		
1/8/22	Libby	Libby	1:00pm	8:30am	
1/10-14/22	Open				
1/13/2021	Havre	BHS	4:00pm		
1/15/22	Polson	BHS/BMS	1:00pm		
1/20/22	C. Falls	BHS	4:15pm		
1/22/22	Ronan	Ronan	1:00pm	8:30am	
1/24-29/22	Open				
1/31/22 CSq	Whitefish	Whitefish	4:15pm	1:30pm	
2/4/22 JVN	Whitefish	Whitefish	4:30&7:30pm	1:30pm	
2/5/22 DH	Libby	BHS/BMS	1:00pm		
2/7-11/22	Open				
2/10/2021	Havre	Havre	3:00pm	11:00am	
2/12/22 DH	Polson	Polson	1:00pm	9:00am	2Gyms
2/14-16/22	Open				
2/17-19/22	Play-In Games				
2/24-26/22	Divisionals	Hamilton			
3/10-12/22	State	Missoula			

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

Employee Name Sample Request  
Building Browning High School

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u> <u>3/9/22-3/12/22</u>	<u>Hours</u> <u>24 hrs</u>	<u>Type of Leave</u> <u>SR.</u>
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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 Basketball Tournament (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 3/9/22

Return Date 3/12/22

Departure Time 8:00 am

Return Time 10:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 408 x \$0.56 ÷ 2 = \$114.24  
Per Diem 4 Days @ \$36.00 = \$144.00

<input type="checkbox"/> Registration PO# _____	=.
<input type="checkbox"/> Hotel PO# _____	=250.00
<input type="checkbox"/> Other PO# _____	=\$ 0.
<input type="checkbox"/> Other PO# _____	=\$ 0.

**Sub Total \$508.24**

Budget 226.60.150.2410.582 (100%) \$258.24

**Check Total \$258.24**

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

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

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