

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/9/21



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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:**   1/21/21

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

**From:**   Jennifer Wagner  
**Title:**    BHS Principals

**Subject:** **In State Travel: Girls/Boys State Wrestling Tournament 2020-2021**

**Description:** Request travel for Kari McKay to attend Girls/Boys State Wrestling Tournament in Miles City, MT 3/4/21 thru 3/7/21

**Financial Impact:** \$ 670.86

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



## Wrestling

<b>Date</b>	<b>Opponent</b>	<b>Time</b>	<b>Location</b>	<b>Departure</b>	<b>Overnight</b>
11-Nov-20	Winter Sports Meeting	5:00 PM	BHS Cafeteria/Gym		
19-Nov-20	1st Day of Practice				
4-Dec-20	Havre Invite	TBA	Havre MT	TBA	
5-Dec-20	Havre Invite	TBA	Havre MT	TBA	
8-Dec-20	Columbia Falls	TBA	Columbia Falls	TBA	
19-Dec-20	Browning Invite	4:00 Weigh-Ins	BHS Gym		
18-Dec-20	CMR Holiday Classic	TBA	Great Falls MT	TBA	yes
19-Dec-20	CMR Holiday Classic	TBA	Great Falls MT	TBA	
7-Jan-20	Libby	TBA	Libby	TBA	
12-Jan-21	Frenchtown (Ladies Only)	TBA	Frenchtown	TBA	
1/15-16/21	Missoula	TBA	Missoula	TBA	yes
19-Jan-21	Senior Night	4:00 Weigh-Ins	BHS Gym		
25-Jan-21	Lewistown	TBA	Lewistown	24-Jan-20	yes
29-Jan-21					
30-Jan-21					
4-Feb-21	Divisional Pep Rally	TBA	Frenchtown	TBA	yes
5-Feb-21	Divisional Wrestling	TBA	Frenchtown	TBA	
6-Feb-21	Divisional Championships	TBA	Frenchtown	TBA	
11-Feb-21	State Pep Rally	TBA	Billings	TBA	
2/12-13/21	State Wrestling	TBA	Billings		

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

Employee Name Kari McKay  
Building Browning High School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/4/21 thru 3/5/21</u>	<u>13 Hour</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 Girls/Boys State Wrestling Tournament (Attach Brochure/Agenda)

Location Miles City, MT

Departure Date 3/4/21

Return Date 3/7/21

Departure Time 12:00 p.m.

Return Time 3:00 p.m.

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 888÷2 x .575 = \$255.30  
Per Diem 3 Days @ \$36.00+15D = \$108.00

Registration PO# \_\_\_\_\_ = \$ 0.  
 Hotel PO#39930 \_\_\_\_\_ = \$307.56  
 Other PO# \_\_\_\_\_ = \$ 0.  
 Other PO# \_\_\_\_\_ = \$ 0.

**Sub Total \$670.86**

Budget 226.60.150.2410.582 (%) 363.30

**Check Total \$363.30**

\_\_\_\_\_ ( \_\_\_\_\_ %)

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

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

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