

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

Date: 1/22/18

To: **Board of Trustees**
 Browning Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **Travel to BB/GBB Divisional Tournament**

Description: Request travel for Tony Wagner, John Salois, and Corrina Guardipee-Hall to attend the BBB and GBB Divisional Tournaments in Butte, MT February 22, 2018 - February 24, 2018. I will leave after school on Thursday. Final Bracket will not be available until February 19, 2018

Financial Impact: John Salois \$213.62; Tony Wagner \$487.71; Corrina Hall \$452.71 **Total \$1,154.04**

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

Attachment(s): Travel Request/BB Schedules

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

Comments: _____

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

Browning High School Boys Basketball Schedule

Parent Meeting November 21, 2017 5:00pm
First Day of Practice November 16, 2017
Friday December 8, 2017 Varsity Tip Off @ Missoula TBA
Saturday December 9, 2017 Varsity 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, 5:30pm
Saturday December 16, 2017 @ Whitefish 12:30pm, 3:30pm, 6:30pm
Tuesday December 19, 2017 vs Shelby 3:00pm, 6:00pm
Friday December 22, 2017 @ Polson 4:30pm, 3:00pm, 7:30pm
Thursday January 4, 2018 Freshmen vs Cut Bank 5:00pm
Friday January 5, 2018 vs Cut Bank 3:00pm, 6:00pm
Saturday January 6, 2018 @ Libby 11:00am, 12:30pm, 2:00pm
Friday January 12, 2018 @ Havre 4:00pm, 5:30pm, 7:00pm
Saturday January 13, 2018 vs Whitefish 2:30pm, 1:00pm, 4:00pm
Thursday January 18, 2018 vs Columbia Falls 3:00pm, 4:30pm, 6:00pm
Saturday January 20, 2018 vs Ronan 12:30pm, 11:00pm, 2:00pm
Monday January 22, 2018 Freshmen @ Shelby 4:30pm
Friday January 26, 2018 @ Shelby 4:30pm, 6:00pm
Saturday January 27, 2018 vs Libby 12:30pm, 11:00am, 2:00pm
Monday January 29, 2018 Freshmen @ Cut Bank 5:30pm
Friday February 2, 2018 @ Cut Bank 3:00pm, 6:00pm
Saturday February 3, 2018 vs Polson 12:30pm, 11:00am, 2:00pm
Friday February 9, 2017 vs Havre 4:00pm, 5:30pm, 7:00pm
Saturday February 10, 2018 @ 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 1, 2018 @ State Tournament Bozeman TBA
Friday March 2, 2018 @ State Tournament Bozeman TBA
Saturday March 3, 2018 @ State Tournament Bozeman TBA

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

2/22-24/18

16

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/BBB Divisional Tournament

Attach Brochure/Agenda

Location Butte, MT.

Departure Date 2/22/18

Return Date 2/24/18

Departure Time 3:00 p.m.

Return Time 12:00 a.m.

Transportation: Personal Vehicle

Mileage 1/2 472 @ .545 = \$128.62

District Vehicle

Per Diem 2 Dy/1 Dnr = \$85.00

Professional Development

Registration PO# _____ = _____

Hotel PO# _____ = _____

Other PO# _____ = _____

Other PO# _____ = _____

Sub Total \$213.62

Budget 226.60.150.2410.582.0000 (70%)

(30%)

Check Total \$213.62

Employee Signature _____

Date _____

Principal/Supervisor _____

Date 1-22-18

Superintendent Signature _____

Date _____

Leave Report/Travel Request

Employee Name TONY WAGNER
Building BROWNING HIGH SCHOOL

Employee # _____
Substitute Name _____

LEAVE REPORT

Date of Leave 2/21/18 to 2/24/18 Hours 28 Type of Leave SR

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
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 Western A Divisional GBB and BBB Tournament (Attach Brochure/Agenda)

Location Butte, Montana

Departure Date 2/21/18

Return Date 2/24/18

Departure Time 12:00pm

Return Time 10:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 476@.545 ÷ 2 = \$129.71
Per Diem \$15, \$35, \$35, 35 = \$120.00

Registration PO# _____ = _____
 Hotel PO# 2 x \$119.00 = \$238.00
 Other PO# _____ Airfare = \$ - 0 -
 Other PO# _____ Luggage = \$ - 0 -
Sub Total \$ 487.71

Budget 226.60.720.3500.582 (100%) \$249.71

Check Total **\$249.71**

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

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

Employee Name Corrina Guardipee-Hall
Building Adminiatration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/22/18 to 2/24/18</u>	<u>28</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
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 Western A Divisional GBB and BBB Tournament (Attach Brochure/Agenda)

Location Butte, Montana

Departure Date 2/22/18

Return Date 2/24/18

Departure Time 4:00pm

Return Time 10:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 476 @ .545 ÷ 2 = \$129.71
Per Diem 2 Days + 1 Dnr \$15 = \$ 85.00

Registration PO# _____ = _____
 Hotel PO# 2 x \$119.00 = \$238.00
 Other PO# _____ Airfare = \$ - 0 -
 Other PO# _____ Luggage = \$ - 0 -

Sub Total \$ 452.71

Budget 126.90.160.2320.582 (100%) \$161.03
226.90.160.2320.582 (100%) \$ 53.68

Check Total \$214.71

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____