

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/26/22



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: 10/12/22

To: Corrina Guardipee-Hall
 Browning Public Schools

From: Jennifer Wagner
Title: Principal

Subject: **In State Travel: Volley Ball Divisional Tournament 2022-2023**

Description: Request travel for Kari McKay to attend Volley Ball Divisional Tournament in Helena, MT 11/3/22, 11/4/22, & 11/5/22

Financial Impact: \$ 678.00

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: _____

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

Browning High School
22/23
Volleyball Schedule

Date	Day	Event	Site	Time
8/12/22	Fri	First Day for Practice		
8/18/22			Hamilton 18	
8/26/22	Fri	Volleyball Tip Off	Hamilton 18	TBA
8/27/22	Sat	Volleyball Tip Off	Hamilton 18	TBA
9/2/22	Fri	Cut Bank	Browning	4:15, 5:45, 7:15
9/9/22	Fri	Ronan	Ronan 44	4:15, 5:45, 7:15
9/10/22	Sat	Whitefish	Browning	2:00, 3:30, 5:00
9/12/22	Mon	Fairfield FR & JV	Browning	4:30, 6:00
9/16/22	Fri	Columbia Falls	Columbia Falls 44	4:15, 5:45, 7:15
9/17/22	Sat	Libby	Browning	1:00, 2:30, 4:00
9/22/22	Thurs	Havre	Browning	4:15, 5:45, 7:15
9/24/22	Sat	Polson	Polson 44	1:00, 2:30, 4:00
9/29/22	Thurs	Whitefish	Whitefish 44	3:00, 4:30, 6:00
9/30/22	Fri	Ronan	Browning	4:15, 5:45, 7:15
10/3/22	Mon	Fairfield FR&JV	Fairfield 30	???
10/4/22	Tues	Cut Bank	Cut Bank 44	4:15, 5:45, 7:15
10/7/22	Fri	Libby	Libby 44	4:15, 5:45, 7:15
10/8/22	Sat	Columbia Falls	Browning	3:00, 4:30, 6:00
10/14/22	Fri	Butte Central	Butte 18	9:00
10/15/22	Sat	Butte Central	Butte 18	9:00
10/20/22	Thurs	Polson	Browning	1:00, 2:30, 4:00
10/22/22	Fri	Havre	Havre 44	1:00, 2:30, 4:00
10/27/22	Thurs	Play-In Game	TBA	TBA
10/29/22	Sat	Play-in Game	TBA	TBA
11/3/22	Thurs	Divisional	East Helena 20	TBA
11/4/22	Fri	Divisional	East Helena 20	TBA
11/5/22	Sat	Divisional	East Helena 20	TBA
11/10/22	Thurs	State	Bozeman 20	TBA
11/11/22	Fri	State	Bozeman 20	TBA
11/12/22	Sat	State	Bozeman 20	TBA

**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>11/3/22 thru 11/5/22</u>	<u>16 hrs</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 Volley Ball Divisional Tournament (Attach Brochure/Agenda)

Location East Helena, MT

Departure Date 11/3/22

Return Date 11/5/22

Departure Time 8:00 am

Return Time 11:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 x .626 = \$ 0.
Per Diem 3 Days @ \$51 = \$ 153.00
 Registration PO# _____ = \$ 0.
 Hotel PO# _____ = \$ 525.00
 Other PO# _____ = \$ 0.
 Other PO# _____ = \$ 0.

To be reimbursed: shuttle/taxi/parking upon return of receipts Sub Total \$ 678.00

Budget 226.60.150.2410.582 (100%) \$ 153.00

Check Total \$153.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____