

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 29, 2019



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: 5/23/19

To: **Corrina Hall Guardipee**
 Superintendent

From: Everett Armstrong
 Title: Activities Director

Subject: **In State Travel: Western A State Track 2018-2019**

Description: Request travel to attend the Class A State Track meet in Laurel, MT May 23, 24, and 25, 2019

Financial Impact: \$757.92

Funding Source (Budget/grant, etc.): 226.60.720.3500.582

Attachment(s): Travel Request/Agenda

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

Comments: _____

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

Browning High School
Track Schedule 2018/2019

Director of Student Activities – Tony Wagner 406-338-5606 tonyw@bps.k12.mt.us

Activities Secretary – Chanel Bird 406-338-5606 chanelb@bps.k12.mt.us

Head Coach – Robert Miller 406-338-2745 robertem@bps.k12.mt.us

Tuesday March 5, 2019 – Mandatory Parent Meeting	5:30pm
Monday March 11, 2019 – First Day of Practice	
Saturday March 23, 2019 @ Corvallis	9:00am
Saturday March 30, 2019 @ Cut Bank	9:00am
Saturday April 6, 2019 @ Frenchtown	9:00am
Tuesday April 9, 2019 @ Kalispell	1:00pm
Saturday April 13, 2019 @ Ronan	10:00am
Saturday April 20, 2019 @ Columbia Falls	10:00am
Tuesday April 23, 2019 @ Eureka Top Eight	TBA
Saturday April 27, 2019 @ Whitefish	10:00am
Tuesday April 30, 2019 @ Columbia Falls	3:00pm
Thursday May 2, 2019 @ Great Falls Freshmen Meet	3:30pm
Saturday May 4, 2019 @ Kalispell	10:00am
Saturday May 11, 2019 @ Polson	9:30am
Friday May 17, 2019 Divisional @ Butte	TBA
Saturday May 18, 2019 Divisional @ Butte	TBA
Friday May 24, 2019 State @ Laurel	TBA
Saturday May 25, 2019 State @ Laurel	TBA

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

Employee Name Everett Armstrong
Building District Activities

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/23/19</u>	<u>4</u>	<u>SR</u>
<u>5/24 - 25, 2019</u>	<u>16</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 Class A State Track Meet **(Attach Brochure/Agenda)**

Location Laurel, Montana

Departure Date 5/23/19

Return Date 5/25/19

Departure Time 10:00am.

Return Time 11:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 724 x .58 = \$ 419.92

Per Diem \$36 + \$36 + \$36 = \$ 108.00

Registration PO# = \$ 0.00
 Hotel PO# = \$ 230.00
 Other PO# = \$ 0.00
 Other PO# = \$ 0.00

Sub Total \$ 757.92

Budget 226.60.720.3500.582 (100 %) \$527.92

Check Total \$ 527.92

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____