

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/14/20



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: 12/23/19

To: **Board of Trustees**
 Browning Public Schools

From: Everett Armstrong
Title: Director of Activities

Subject: **In State Travel- GBB BBB State Basketball Tournaments 2019-2020**

Description: Request travel for Everett Armstrong, Corrina Guardipee-Hall, William Huebsch to attend the GBB-BBB State Tournaments in Billings, MT 3/11/20-3/15/20

Financial Impact: \$ 754.87

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

Attachment(s): Travel/leave request

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

Comments: _____

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

MONTANA HIGH SCHOOL ASSOCIATION

2019 – 2020 Dates and Sites of State Events

Event	Date(s)	Site
1. State AA Golf	Oct 3-4, 2019	Great Falls (Meadowlark CC)
2. State A Golf	Oct 3-4, 2019	Laurel (Laurel Golf Club)
3. All-State Band, Chorus and Orchestra	Oct 16-18, 2019	Billings
4. State Cross Country	Oct 26, 2019	Great Falls (Eagle Falls Golf Course)
5. State All-Class Volleyball	Nov 14-16, 2019	Bozeman (MSU)
6. State AA Speech	Jan 31-Feb 1, 2020	Bozeman
7. State A Speech and Drama	Jan 31-Feb 1, 2020	Whitefish
8. State B-C Speech and Drama	Jan 31-Feb 1, 2020	Bigfork
9. State Swim Meet	Feb 14-15, 2020	Great Falls (GFHS)
10. State All-Class Wrestling	Feb 14-15, 2020	Billings (MetraPark)
11. State AA Basketball (boys & girls-same site)	March 12-14, 2020	Bozeman (MSU)
12. State A Basketball (boys & girls-same site)	March 12-14, 2020	Billings (MetraPark)
13. State B Basketball (boys & girls-same site)	March 12-14, 2020	Butte Civic Center
14. State C Basketball (boys & girls-same site)	March 11-14, 2020	Missoula (UM)
15. State Solo and Ensemble (East)	May 1-2, 2020	Billings
16. State Solo and Ensemble (West)	May 1-2, 2020	Helena
17. State B Golf	May 12-13, 2020	Billings (Eaglerock-hosted by Shepherd HS)
18. State C Golf	May 12-13, 2020	Sidney Country Club
19. State B-C Tennis	May 14-16, 2020	Missoula (Hosted by Broadwater HS)
20. State AA Tennis	May 21-22, 2020	Bozeman
21. State A Tennis	May 21-22, 2020	Billings Central
22. State AA Softball	May 21-23, 2020	Missoula (Fort Missoula Regional Park)
23. State A Softball	May 21-23, 2020	Butte (Stodden Park)
24. State B-C Softball	May 21-23, 2020	Florence-Carlton
25. State AA-C Track & Field Meet	May 22-23, 2020	Missoula (MCPS Stadium)
26. State A-B Track & Field Meet	May 22-23, 2020	Laurel (Laurel Sports Complex)

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

Employee Name Corrina Guardipee-Hall
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/11/-3/13/20</u>	<u>20</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 GBB BBB State Tournament **Attach Brochure/Agenda**

Location Billings MT

Departure Date 3/11/20

Return Date 3/15/20

Departure Time 12:00pm

Return Time 2:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 346 @ .575 = \$198.95

Per Diem 4 X \$36.00 = \$144.00

Registration PO# _____ = _____

Hotel PO# _____ W/Team 4 night=\$411.92

Other PO# _____ = \$ 0.

Other PO# _____ = \$ 0.

Sub Total \$754.87

Budget 126.90.160.2320.582 (75%) \$257.21
226.90.160.2320.582 (25%) \$ 85.74

Check Total **\$342.95**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____