

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/26/23



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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: 4/11/23

To: Corrina Guardipee Hall
Browning Public Schools

From: Jennifer LaFromboise
Title: Principal

Subject: In State travel: State Track 2022-2023

Description: Request travel for Kari McKay to attend State Track in Laurel, MT 5/25/23 thru 5/27/23

Financial Impact: \$ 579.60

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
Track Schedule

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Date	Day	Opponent	Site	Time	Bus Leave Time
3/13/23	Mon	First Day of Practice			
3/31/23	Fri	Cut Bank	Cut Bank	9:00am	7:30am
4/1/23	Sat	Frenchtown	Frenchtown	10:00am	5:00am
4/6/23	Thur	Cut Bank	Cut Bank	9:00am	7:30am
4/15/23	Sat	Libby	Libby	10:00am	5:30am
4/22/23	Sat	Columbia Falls	Columbia Falls	10:00am	7:00am
4/29/23	Sat	Whitefish	Whitefish	9:30am	6:30am
5/2/23	Tues	Eureka Top 8	Eureka	3:30pm	11:30am
5/4/23	Thur	Great Falls Freshmen	Great Falls	4:00pm	12:30pm
5/6/23	Sat	Kalispell	Kalispell	9:00am	6:00am
5/11/23	Thur	Whitefish Last Chance Meet	Whitefish	3:00pm	12:00pm
5/13/23	Sat	Polson	Polson	9:30am	6:00am
5/20/23	Thurs	Divisional	Corvallis		4:00pm 10:00
5/19/23	Fri	Divisional	Corvallis	11:00am	
5/20/23	Sat	Divisional	Corvallis	9:00am	
5/25/23	Thurs	State	Laurel		8:00am
5/26/23	Fri	State	Laurel	TBA	
5/27/23	Sat	State	Laurel	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>5/25, 5/26 & 5/27</u>	<u>18 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 BHS Track State Tournament **(Attach Brochure/Agenda)**

Location Laurel, MT

Departure Date 5/25/23

Return Date 5/27/23

Departure Time 2:00 pm

Return Time 11:00 pm

Transportation:	<input type="checkbox"/> Personal Vehicle	Mileage _____	= \$ 0
	<input checked="" type="checkbox"/> District Vehicle	Per Diem <u>2 Days @ \$51 + \$20</u>	= \$122.00
	<input type="checkbox"/> Professional Development	<input type="checkbox"/> Registration PO# _____	= \$ 0
		<input checked="" type="checkbox"/> Hotel PO# _____	= \$457.60
		<input type="checkbox"/> Other PO# _____	= \$ 0
		<input type="checkbox"/> Other PO# _____	= \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$579.60

Budget 226-60-150-2410-582 (100 %) 122.00

Check Total \$122.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____