

Browning Public Schools
Board Agenda Request
Meeting to Be Held: February 8, 2024



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: 1/23/24

To: Corrina Hall Guardipee
 Superintendent

From: Jennifer Wagner
 Title: High School Principal

Subject: **In-State Travel: State Wrestling Tournament 2023-2024**

Description: Request travel for Kari McKay to attend State Wrestling tournaments in Billings, Montana February 8-10 2024 as the Administrator in charge.

Financial Impact: \$453.00

Funding Source (Budget/grant, etc.): 226.60.150.2410.582

Attachment(s): Travel Request/Wrestling Schedule

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

Comments: _____

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

**Browning High School
Boys Wrestling Schedule
2023-2024**

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/1/23	Fri			3pm	Polson	Polson	
12/2/23	Sat			9am	Polson	Polson	
12/8/23	Fri			TBA	Mining City Duals	Butte	
12/9/23	Sat			TBA	Mining City Duals	Butte	
12/14/23	Thurs			5pm	CF/WF	Browning	
12/15/23	Fri			TBA	CMR Classic	Great Falls	
12/16/23	Sat			TBA	CMR Classic	Great Falls	
12/21/23	Thurs			TBA	Shelby	Shelby	
1/4/24	Thurs			5:00pm	Polson	Polson	
1/5/24	Fri			10am	Ronan	Ronan	
1/6/24	Sat			10am	Ronan	Ronan	
1/11/24	Thurs			TBA	Stevensville	Stevensville	
1/12/24	Fri			TBA	Rocky Mountain Classic	Missoula	
1/13/24	Sat			TBA	Rocky Mountain Classic	Missoula	
1/19/24	Fri			TBA	Class A Duals	Butte	
1/20/24	Sat			TBA	Class A Duals	Butte	
1/26/24	Fri				Whitefish	Whitefish	
1/27/24	Sat			10am	Browning	Browning	
2/2/24	Fri				Divisional	Hamilton	
2/3/24	Sat				Divisional	Hamilton	
2/8/24	Thurs				State	Billings	
2/9/24	Fri				State	Billings	
2/10/24	Sat				State	Billings	

**Browning High School
Girls Wrestling Schedule
2023-2024**

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/1/23	Fri			3pm	Polson	Polson	
12/2/23	Sat			9am	Polson	Polson	
12/8/23	Fri			TBA	Columbia Falls	TBA	
12/9/23	Sat			8am	Flathead	Kalispell	
12/14/23	Thurs			5pm	CF/WF	Browning	
12/15/23	Fri			TBA	CMR Classic	Great Falls	
12/16/23	Sat			TBA	CMR Classic	Great Falls	
12/21/23	Thurs			TBA	Shelby	Shelby	
1/4/24	Thurs			5:00pm	Polson	Polson	
1/5/24	Fri			10am	Ronan	Ronan	
1/6/24	Sat			10am	Ronan	Ronan	
1/11/24	Thurs			TBA	Stevensville	Stevensville	
1/12/24	Fri			TBA	Rocky Mountain Classic	Missoula	
1/13/24	Sat			TBA	Rocky Mountain Classic	Missoula	
1/19/24	Fri			TBA	Class A Duals	Butte	
1/20/24	Sat			TBA	Class A Duals	Butte	
1/26/24	Fri				Whitefish	Whitefish	
1/27/24	Sat			10am	Browning	Browning	
2/2/24	Fri				Divisional	Hamilton	
2/3/24	Sat				Divisional	Hamilton	
2/8/24	Thurs				State	Billings	
2/9/24	Fri				State	Billings	
2/10/24	Sat				State	Billings	

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

Employee Name Kari McKay
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>02/8/24-02/9/24</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 State Wrestling Tournaments (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 2/8/24

Return Date 2/10/24

Departure Time 7:00 am

Return Time 10:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ @ .655 = \$ 0
Per Diem 3 days @ \$51 = \$153.00

Registration PO# _____ = _____
 Hotel PO# _____ = \$300.00
 Other PO# Airline _____ = _____
 Other PO# Parking/Taxi _____ = _____

Sub Total \$453.00

Budget 226.60.150.2410.582 (100%) \$153.00

Check Total \$153.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____