

Browning Public Schools
Board Agenda Request
Meeting to Be Held: January 11, 2022



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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

Date: 12/30/2021

To: Board of Trustees

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In-State Travel to MHSA Annual Meeting 2021-2022**

Description: Request travel for Tony Wagner and Dennis Juneau to attend the MHSA Annual Meeting in Butte, Montana January 16 and 17, 2022.

Financial Impact: \$334.16 ea

Funding Source (Budget/grant, etc.): 226-60-720-3500-615 (AD); 126/226.90.160.2320.582 (Assist Supt)

Attachment(s): Travel Schedule/Agenda

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

Comments: _____

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



**MONTANA HIGH SCHOOL ASSOCIATION
2022 ANNUAL MEETING**

TENTATIVE

**Saturday, January 15, 2022 - Monday, January 17, 2022
Copper King Hotel & Convention Center
Butte, Montana**

SCHEDULE OF ACTIVITIES

PRECONFERENCE MEETINGS:

Saturday, January 15th

8:30 am MHSAA Executive Board ----- Boardroom

Sunday, January 16th

10:00 am Western C Division ----- Copper 1

Noon MIAAA Board of Directors ----- Rib & Chop

1:00 pm - 7:00 pm Exhibitors----- Dwell Space

1:00 pm Native American Classic Meeting ----- Copper 4

1:00 pm Eastern B-C Softball----- Copper 5

1:00 pm Unified Track Divisional Coordinators----- Copper 1

2:00 pm MHSAA Roundtable ----- Copper 3

3:00 pm MHSAA DragonFly Presentation ----- Copper 3

3:00 pm Music Committee (continues Monday) ----- Boardroom

3:00 pm Resolutions Committee----- Copper 1

4:00 pm - 6:45 pm Annual Meeting Registration----- Dwell Space

4:00 pm Eight Player Football ----- Copper 3

4:00 pm Six Player Football ----- Copper 2

4:00 pm Class A Representatives ----- Copper 4

4:00 pm Class B 11-Player Football ----- Copper 1

5:00 pm Class AA Representatives ----- Copper 5

5:00 pm Northern B Division ----- Copper 1

4:30 pm - 7:00 pm Social ----- King Ballroom

7:30 pm MIAAA Meeting----- Copper 3

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

Employee Name Sample Request
Building _____

Employee # _____
Substitute Name N/A

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>01/16/22-01/17/22</u>	<u>8,8</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 MHSA Annual Meeting (**Attach Brochure/Agenda**)

Location Butte, MT

Departure Date 01/16/22

Return Date 01/17/22

Departure Time 6:00 AM

Return Time 9:00 P.M.

Transportation: Personal Vehicle

Mileage 476 ÷ 2 @.56 = \$132.16

District Vehicle

Per Diem 36 x 2 days = \$ 72.00

Professional Development

Registration PO# _____ = _____

Hotel PO# _____ = \$130.00

Other PO# Airline _____ = _____

Other PO# Parking _____ = _____

Sub Total \$334.16

Budget Designated to appropriate budgets \$204.16

Check Total \$204.16

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____