

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/9/21



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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:**   1/21/21

**To:**        **Corrina Guardipee-Hall**  
                  Browning Public Schools

**From:**   Everett Armstrong  
**Title:**    Activities Director

**Subject: In State Travel: Activities Scheduling Meeting**

**Description:** Request travel for Everett Armstrong to attend scheduling meeting in Columbia Falls, MT 3/16-3/17, 2021.

**Financial Impact:** \$ 258.32

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

**Attachment(s):** Conference Agenda/Travel Request

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

**2020/2021 Western A Sports**

**Date: March 15-16, 2021**

**Site: Columbia Falls Mt. Cedar Creek Lodge**

**Topics: 2021/2022 Sports Scheduling meeting  
Rule Changes  
Added Sports  
Retirements  
Divisional Tournaments- Wrestling and Basketball  
Finance Report  
Adjournment**

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

Employee Name Everett Armstrong  
Building Browning High School

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/16/21 - 3/17/21</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 Scheduling Conference (Attach Brochure/Agenda)

Location Columbia Falls, MT

Departure Date 3/16/21

Return Date 3/17/21

Departure Time 8:00 a.m.

Return Time 6:00 p.m.

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 176 x .575 = \$ 101.20  
Per Diem 2 Days @ \$36.00 = \$ 72.00

Registration PO# \_\_\_\_\_ = \$ 0.  
 Hotel PO# 39930 = \$ 85.32  
 Other PO# \_\_\_\_\_ = \$ 0.  
 Other PO# \_\_\_\_\_ = \$ 0.

**Sub Total \$173.20**

Budget 226.60.720.3500.582 ( %) \$ 173.20

**Check Total \$258.52**

\_\_\_\_\_ ( \_\_\_\_\_ %)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_