

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/26/22



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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:**   10/12/22

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

**From:**   Jennifer Wagner  
**Title:**   Principal

**Subject:**   **In State Travel: Volley Ball State Tournament 2022-2023**

**Description:**   Request travel for Kari McKay to attend Volley Ball State Tournament in Bozeman, MT  
11/10/22, 11/11/22, & 11/12/22

**Financial Impact:**   \$ 678.00

**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:**   \_\_\_\_\_

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

Browning High School  
22/23  
Volleyball Schedule

Date	Day	Event	Site	Time
8/12/22	Fri	First Day for Practice		
<del>8/20/22</del>			Hamilton 18	
8/26/22	Fri	Volleyball Tip Off	Hamilton 18	TBA
8/27/22	Sat	Volleyball Tip Off	Hamilton 18	TBA
9/2/22	Fri	Cut Bank	Browning	4:15, 5:45, 7:15
9/9/22	Fri	Ronan	Ronan 44	4:15, 5:45, 7:15
9/10/22	Sat	Whitefish	Browning	2:00, 3:30, 5:00
9/12/22	Mon	Fairfield FR & JV	Browning	4:30, 6:00
9/16/22	Fri	Columbia Falls	Columbia Falls 44	4:15, 5:45, 7:15
9/17/22	Sat	Libby	Browning	1:00, 2:30, 4:00
9/22/22	Thurs	Havre	Browning	4:15, 5:45, 7:15
9/24/22	Sat	Polson	Polson 44	1:00, 2:30, 4:00
9/29/22	Thurs	Whitefish	Whitefish 44	3:00, 4:30, 6:00
9/30/22	Fri	Ronan	Browning	4:15, 5:45, 7:15
10/3/22	Mon	Fairfield FR & JV	Fairfield 30	???
10/4/22	Tues	Cut Bank	Cut Bank 44	4:15, 5:45, 7:15
10/7/22	Fri	Libby	Libby 44	4:15, 5:45, 7:15
10/8/22	Sat	Columbia Falls	Browning	3:00, 4:30, 6:00
10/14/22	Fri	Butte Central	Butte 18	9:00
10/15/22	Sat	Butte Central	Butte 18	9:00
10/20/22	Thurs	Polson	Browning	1:00, 2:30, 4:00
10/22/22	Fri	Havre	Havre 44	1:00, 2:30, 4:00
10/27/22	Thurs	Play-In Game	TBA	TBA
10/29/22	Sat	Play-in Game	TBA	TBA
11/3/22	Thurs	Divisional	East Helena 20	TBA
11/4/22	Fri	Divisional	East Helena 20	TBA
11/5/22	Sat	Divisional	East Helena 20	TBA
11/10/22	Thurs	State	Bozeman 20	TBA
11/11/22	Fri	State	Bozeman 20	TBA
11/12/22	Sat	State	Bozeman 20	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>11/10/22 thru 11/12/22</u>	<u>16 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 Volley Ball State Tournament (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 11/10/22

Return Date 11/12/22

Departure Time 8:00 am

Return Time 11:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 534 x .625 = \$ 0.  
Per Diem 3 Days @ \$51 = \$ 153.00  
 Registration PO# \_\_\_\_\_ = \$ 0.  
 Hotel PO# \_\_\_\_\_ = \$ 678.00  
 Other PO# \_\_\_\_\_ = \$ 0.  
 Other PO# \_\_\_\_\_ = \$ 0.

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

Sub Total **\$1011.75**

Budget 226.60.150.2410.582 (100%) \$153.00

**Check Total \$153.00**

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

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

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