

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/29/21



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input checked="" type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
	This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: 9/20/21

To: Board of Trustees
Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: In State Travel: Volleyball in Columbia Fall, MT 2021-2022

Description: Request travel to attend the Volleyball game in Columbia Falls, MT on 9/16/21 as the Administrator in charge.

Financial Impact: \$ \$103.87

Funding Source (Budget/grant, etc.): 126/226.90.160.2320.582

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 Athletic Schedule September 13-18, 2021

<i>Day</i>	<i>Event</i>	<i>Start Time</i>	<i>Departure</i>
Monday	Golf @Polson FB@Home vs. East Helena	10:00am 4:30pm	5:30am
Tuesday	VB "Rescheduled" to Oct. 19 @Home vs Fairfield		
Wednesday			
Thursday	VB @Home vs. Columbia Falls	4:15pm	(VB game was in Columbia Falls)
Friday	FB@East Helena XC will travel to Missoula for the Mountain West Classic Golf will travel to Hamilton	7:00pm 4:30pm	12:00pm 4:30pm
Saturday	XC- @Mountain West Classic Missoula VB 11:00am, and VG 11:45 (Mid Sch. Boys 12:20pm, and Mid. Sch. Girls 12:45pm) Golf @Hamilton VB@Home vs. Libby	JVG 9:30am, JVB 10:15am, 10:00am 1:00pm	

Mountain West Classic Information

Bus departs Friday morning @11:00am, arriving in Missoula around 5:00pm. Will attend the Spaghetti Dinner at the Sentinel High School @5:30pm.

Saturday- Department from Hotel @8:00am

9:30am JV Girls race

10:15am JV Boys race

11:00am Varsity Boys

11:45am- Varsity Girls

12:20- Middle School Boys

12:45- Middle School Girls

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

Employee Name Corrina Guardipee-Hall
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/16/21</u>	<u>2 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 Volleyball Game **(Attach Brochure/Agenda)**

Location Columbia Falls, MT

Departure Date 9/16/21

Return Date 9/16/21

Departure Time 4:00 pm

Return Time 11:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$ 0.

Per Diem \$15D = \$ 15.00

Registration PO# _____ = \$ 0.

Hotel PO# _____ = \$ 0.

Other PO# 176 x \$0.56 = \$ 88.87

Other PO# _____ = \$ 0.

Sub Total \$103.87

Budget 126.90.160.2320.582 (%) \$11.25

226.90.160.2320.582 (%) \$ 3.75

Check Total \$15.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____