

Browning Public Schools
Board Agenda Request
Meeting to Be Held: January 31, 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: Tony Wagner
 Title: Athletic Director

Subject: In-State Travel: Western A Divisional Basketball Tournament 2023-2024

Description: Request travel for Tony Wagner, Kari McKay and John Salois to attend the Western A Divisional Basketball tournaments in Butte, Montana February 22, 23 and 24 2024.

Financial Impact: \$2,435.32

Funding Source (Budget/grant, etc.): TW 226-60-720-3500-582 (\$898.16);
JS 226.60.150.2410.582 (948.16); KMK 226.60.150.2410.582 (\$589.00)

Attachment(s): Travel Request/Basketball Schedule

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

Comments: _____

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

Browning High School Boys Basketball Schedule 2023-2024

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/1/23	Fri		12:00pm		NAC-Rocky Boy	Browning	
12/2/23	Sat		7:30pm		NAC-Wolf Point	Browning	
12/4/23	Mon		5:45pm		Stillwater	Kalispell	1:00pm
12/8/23	Fri	7:30pm			Shelby	Shelby	3:00pm
12/9/23	Sat	3:00pm			Malta	Shelby	10:00am
12/8/23	Fri	Western A Tip Off		6:00pm	Corvallis	Frenchtown	7:00am
12/9/23	Sat	Western A Tip Off		10:30am	Butte Central	Frenchtown	
12/15/23	Fri	East/West A Tip Off		3:00pm	Hardin	Hamilton	6:00am
12/16/23	Sat	East/West A Tip Off		9:00am	Laurel	Hamilton	
12/19/23	Tues	4:15pm	5:45pm	7:15pm	East Helena	Browning	
12/21/23	Thurs	4:15pm	5:45pm	7:15pm	Havre	Browning	
1/2/24	Mon	4:00pm	5:30pm		Fairfield	Fairfield	1:30pm
1/4/24	Thurs	3:00pm	4:30pm	6:00pm	Polson	Polson	
1/19/24	Fri	4:15pm	5:45pm	7:15pm	Columbia Falls	Columbia Falls	1:30pm
1/20/24	Sat	1:00pm		4:00pm	Libby	Browning	
1/23/24	Tues	4:15pm	5:45pm	7:15pm	Bigfork	Browning	
1/26/24	Fri	3:00pm	4:30pm	6:00pm	Polson	Browning	
1/27/24	Sat	12:30pm	3:30pm	6:30pm	Whitefish	Whitefish	9:00am
1/29/24	Mon	4:15pm	5:45pm		Fairfield	Browning	
2/1/24	Thurs	4:15pm	5:45pm	7:15pm	Big Fork	Big Fork	12:45pm
2/3/24	Sat	1:00pm	2:30pm	4:00pm	Ronan	Browning	
2/6/24	Tues	7:15pm BMS	4:15pm BES	5:45pm BES	Whitefish	Browning	
2/9/24	Fri	4:15pm	5:45pm	7:15pm	Columbia Falls	Browning	
2/10/24	Sat	2:30pm		5:30pm	Libby	Libby	7:30am
2/12/24	Mon	4:15	5:45	7:15	Ronan	Ronan	11:00am
2/15/24	Thurs				Play In Game		
2/17/24	Sat				Play		
2/22, 2/23, 2/24		BBB Divisional			Butte	Butte	
3/7, 3/8, 3/9		BBB State			Butte	Butte	

Browning High School Girls Basketball Schedule 2023-2024

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/1/23	Fri		1:30pm		NAC-Rocky Boy	Browning	
12/2/23	Sat		6:00pm		NAC-Wolf Point	Browning	
12/4/23	Mon		4:15pm		Stillwater	Stillwater	1:00pm
12/8/23	Fri	6:00pm			Shelby	Shelby	3:00pm
12/9/23	Sat	1:30pm			Fairfield	Shelby	10:00am
12/8/23	Fri	Western A Tip Off		3:00pm	Corvallis	Frenchtown	7:00am
12/9/23	Sat	Western A Tip Off		1:30pm	Butte Central	Frenchtown	
12/15/23	Fri	East/West A Tip Off		4:30pm	Hardin	Hamilton	6:00am
12/16/23	Sat	East/West A Tip Off		10:30am	Laurel	Hamilton	
12/19/23	Tues	4:15pm	5:45pm	7:15pm	East Helena	East Helena	10:30am
12/21/23	Thurs	4:00pm	5:30pm	7:00pm	Havre	Havre	10:30am
1/2/24	Tues	4:15pm			Fairfield	Browning	
1/4/24	Thurs	4:00pm	5:30pm	7:30pm	Polson	Browning	
1/19/24	Fri	4:15pm	5:45pm	7:15pm	Columbia Falls	Browning	
1/20/24	Sat	1:00pm		5:30pm	Libby	Browning	
1/23/24	Tues	4:15pm	5:45pm	7:15pm	Bigfork	Bigfork	12:45pm
1/26/24	Fri		3:00pm	7:30pm	Polson	Browning	
1/27/24	Sat	11:00am	2:00pm	5:00pm	Whitefish	Whitefish	8:00am
1/29/24	Mon	4:00pm			Fairfield	Fairfield	1:45pm
2/1/24	Thurs	4:15pm	5:45pm	7:15pm	Big Fork	Browning	
2/3/24	Sat		1:00pm	2:30pm	Ronan	Ronan	
2/6/24	Tues	5:45pm BMS	4:15pm BMS	7:15pm BES	Whitefish	Browning	
2/9/24	Fri	4:15pm	5:45pm	7:15pm	Columbia Falls	Columbia Falls	1:30pm
2/10/24	Sat	1:00pm		4:00pm	Libby	Libby	7:30am
2/12/24	Mon		4:30pm	6:00pm	Ronan	Browning	
2/15/24	Thurs				Play In Game		
2/17/24	Sat				Play In Game		
2/22, 2/23, 2/24		GBB Divisional			Butte	Butte	TBA
3/7, 3/8, 3/9		GBB State			Butte	Butte	TBA

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Tony Wagner
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>02/22/24-02/24/24</u>	<u>8,8,8</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 Western A Divisional Basketball Tournament (Attach Brochure/Agenda)

Location Butte, MT

Departure Date 02/22/24

Return Date 02/24/24

Departure Time 7:00am

Return Time 10:00 P.M.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 472 @ .655 = \$309.16
Per Diem 3 days @ \$51 = \$153.00

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

Sub Total \$762.16

Budget TW 226.60.720.3500.582 (100%) \$462.16

Check Total \$462.16

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name John Salois
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/22-2/24/24</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 Girls Basketball Divisionals (Attach Brochure/Agenda)

Location Butte, MT

Departure Date 2/22/24

Return Date 2/24/24

Departure Time 8:00 am

Return Time 10:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 472 @ .655 = \$309.16

Per Diem 2Days @ \$51, L\$17, D\$20 = \$139.00

☐ Registration PO# _____ = _____
☒ Hotel PO# _____ = \$450.00
☐ Other PO# Airline _____ = _____
☐ Other PO# Parking/Taxi _____ = _____

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

Sub Total \$898.16

Budget 226-60-150-2410-582 (100 %) \$448.16

Check Total \$448.16

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

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>2/22-2/24/24</u>	<u>16 hrs</u>	<u>SR.</u>
<u> </u>	<u> </u>	<u> </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 Girls Basketball Divisionals (Attach Brochure/Agenda)

Location Butte, MT

Departure Date 2/22/24

Return Date 2/24/24

Departure Time 8:00 am

Return Time 10:00 pm

Transportation: ☐ Personal Vehicle

Mileage 472 x \$0.655 = 0

☒ District Vehicle

Per Diem 2Days @ \$51, L\$17, D\$20=\$139.00

☐ Professional Development

☐ Registration PO# _____ = _____

☒ Hotel PO# _____ = \$450.00

☐ Other PO# Airline _____ = _____

☐ Other PO# Parking/Taxi _____ = _____

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

Sub Total **\$589.00**

Budget 226-60-150-2410-582 (100 %)

Check Total \$139.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site