

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/28/21



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: 4/20/21

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

From: Kari McKay
Title: Assistant Principals

Subject: **In State Travel: Girls State Softball Tournament 2020-2021**

Description: Request travel to attend Girls State Softball Tournament in Laurel MT., 5/26/21 thru 5/29/21

Financial Impact: \$ 888.44

Funding Source (Budget/grant, etc.): 226.60.150.2410.582582.0000

Attachment(s): Travel Request/Purchase Order/Schedule

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

Comments: _____

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



BHS Softball Schedule 2021

Date	Opponent	Place	Time	Departure	Overnight
3/27/2021	Cut Bank Jamboree	Cut Bank	TBA	TBA	
4/1/2021	Conrad	Conrad	4&6pm		
4/2/2021	Havre	Home	1&3pm	TBA	
4/13/21	Cut Bank	Home	4&6pm		
4/15/2021	East Helena	Home	4pm		
4/22/2021	Columbia Falls	Home	3:30& 5:30pm		
4/23/2021	Libby	Libby	TBA	TBA	
4/24/2021	Polson	Polson	1&3pm	8:00am	
4/27/2021	Eureka	Home	4&6pm		
4/30-5/1	Frenchtown	Frenchtown	TBA	TBA	yes
5/4/2021	Cut Bank	Cut Bank	4&6pm	1:30pm	
5/7/2021	Polson	Home	4&6pm	11:30am	
5/8/2021	Ronan	Ronan	1&3pm	8:00am	
5/11/2021	Columbia Falls	Columbia Fall	4&6pm	12:00pm	
5/13/2021	East Helena	East Helena	4pm	10:00pm	
5/14-15	Butte Classic	Butte MT	TBA	TBA	yes
5/22/2021	Ronan	Home	12&2pm		
5/27-29	State	Butte MT	TBA	TBA	yes

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>5/27/21 thru 5/29/21</u>	<u>Hours</u> <u>20 HRS</u>	<u>Type of Leave</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 BHS Girls State Softball Tournament (Attach Brochure/Agenda)

Location Laurel, MT

Departure Date 5/26/21

Return Date 5/29/21

Departure Time 12:00 pm

Return Time 10:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 724 x .56 = \$405.44

Per Diem 3 Days @ \$36.00 + \$15D = \$123.00

<input type="checkbox"/> Registration PO# _____	= \$ 0.
<input type="checkbox"/> Hotel PO# _____	= \$360.00
<input type="checkbox"/> Other PO# _____	= \$ 0.
<input type="checkbox"/> Other PO# _____	= \$ 0.

Sub Total \$888.44

Budget 226.60.150.2410.582.0000 (%) \$528.44

Check Total \$528.44

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____