

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: February 15, 2023



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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:**        1/28/23

**To:**            Board of Trustees  
                    Browning Public Schools

**From:**        Corrina Guardipee-Hall  
Title:          Superintendent

**Subject: In-State Travel: Boys and Girls Divisional Basketball Tournaments 2022-2023**

**Description:** Request travel for Corrina Guardipee-Hall, Kari McKay, Michael ComesAtNight to attend the Boys and Girls Divisional Basketball Tournaments in Ronan, MT on February 22, 23, 24 and 25, 2023.

**Financial Impact: \$1,845.43**

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**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 2022/23  
Girls Divisional Basketball Schedule

<b>Date</b>	<b>Day</b>	<b>Opponent</b>	<b>Site</b>	<b>Time</b>	<b>Bus Leave Time</b>
11/28/22	Mon	First Day of Practice			
12/8/22	Thurs	Coyote Classic Freshmen vs Fairfield JV	Shelby	6:00pm	
12/9/22	Fri	Coyote Classic Freshmen vs Cut Bank JV	Shelby	9:00am	
12/9/22	Fri	Tip Off vs Frenchtown	Frenchtown	4:30pm	10:00am
12/10/22	Sat	Tip Off vs Frenchtown	Hamilton	9:00am	
<b>12/16/22</b>	<b>Fri</b>	<b>Columbia Falls</b>	<b>Browning</b>	<b>4:15, 5:45, 7:15</b>	
<b>12/22/22</b>	<b>Thurs</b>	<b>Shelby</b>	<b>Browning</b>	<b>4:15, 5:45</b>	
<b>1/5/23</b>	<b>Thurs</b>	<b>Ronan</b>	<b>Browning</b>	<b>4:00 BES, 3:30, 6:30</b>	
1/6/23	Fri	Libby	Libby	3:00, 4:30, 7:30	9:15am
1/7/23	Sat	Polson	Polson	11:00, 12:30, 2:00	
<b>1/12/23</b>	<b>Thurs</b>	<b>Cut Bank</b>	<b>Browning</b>	<b>4:00, 3:30, 6:30</b>	
1/14/23	Sat	Havre	Havre	1:00, 2:30, 4:00	9:15am
<b>1/17/23</b>	<b>Tues</b>	<b>Shelby</b>	<b>Browning</b>	<b>4:00, 5:30</b>	
1/19/23	Thurs	Heart Butte (Girls JV)	Heart Butte	5:00	
1/20/23	Fri	Columbia Falls	Columbia Falls	4:15, 5:45, 7:15	1:30pm
1/21/23	Sat	Whitefish	Whitefish	1:00, 2:30, 4:00	
<b>1/26/23</b>	<b>Thurs</b>	<b>Whitefish</b>	<b>Browning</b>	<b>4:15, 5:45, 7:15</b>	
1/27/23	Fri	Shelby	Shelby	4:30pm, 7:30pm	1:15pm
1/28/23	Sat	Ronan	Ronan	12:00, 1:30, 5:15	8:00am
<b>2/3/23</b>	<b>Fri</b>	<b>Polson</b>	<b>Browning</b>	<b>3:00, 4:30, 6:00</b>	
<b>2/4/23</b>	<b>Sat</b>	<b>Libby</b>	<b>Browning</b>	<b>1:00, 2:30, 4:00</b>	
2/9/23	Thurs	Cut Bank	Cut Bank	3:00, 4:30, 6:00	1:30pm
<b>2/10/23</b>	<b>Fri</b>	<b>Heart Butte (Girls JV)</b>	<b>Browning</b>	<b>5:00pm</b>	
<b>2/11/23</b>	<b>Sat</b>	<b>Havre</b>	<b>Browning</b>	<b>1:00, 2:30, 4:00</b>	
2/16/23	Thurs	Play-in Game	TBA	TBA	
2/18/23	Sat	Play-in Game	TBA	TBA	
<b>2/23/23</b>	<b>Thurs</b>	<b>Divisional</b>	<b>Ronan</b>	<b>TBA</b>	
<b>2/24/23</b>	<b>Fri</b>	<b>Divisional</b>	<b>Ronan</b>	<b>TBA</b>	
<b>2/25/23</b>	<b>Sat</b>	<b>Divisional</b>	<b>Ronan</b>	<b>TBA</b>	
3/7/23	Tues	State	Bozeman	TBA	
3/8/23	Wed	State	Bozeman	TBA	
3/9/23	Thurs	State	Bozeman	TBA	
3/10/23	Fri	State	Bozeman	TBA	
3/11/23	Sat	State	Bozeman	TBA	

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

Employee Name Michael ComesatNight  
Building Browning High School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/23/23-2/24/23</u>	<u>13 hours</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 Boys Basketball Divisionals (Attach Brochure/Agenda)

Location Ronan, MT

Departure Date 2/23/23

Return Date 2/25/23

Departure Time 11:00 am

Return Time 11:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 306 x \$.655 = \$200.43  
Per Diem 2Day@ \$51.00+\$17(L)=\$20 (D)=\$139.00

<input type="checkbox"/> Registration PO#	_____	= \$ 0.
<input checked="" type="checkbox"/> Hotel PO#	_____	= \$400.00
<input type="checkbox"/> Other PO#	_____	= \$ 0.
<input type="checkbox"/> Other PO#	_____	= \$ 0.

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

**Sub Total \$739.43**

Budget 226.60.150.2410.582 (100 %)  
\_\_\_\_\_ ( \_\_\_\_\_ %)

**Check Total \$339.43**

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

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

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

**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>2/23/23-2/24/23</u>	<u>16 hours</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 Ronan, MT

Departure Date 2/23/23

Return Date 2/25/23

Departure Time 8:00 am

Return Time 11:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = \$ 0.

Per Diem 3 day@\$51.00 = \$153.00

Registration PO# \_\_\_\_\_ = \$ 0.

Hotel PO# \_\_\_\_\_ = \$400.00

Other PO# \_\_\_\_\_ = \$ 0.

Other PO# \_\_\_\_\_ = \$ 0.

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

**Sub Total \$553.00**

Budget 226.60.150.2410.582 (100 %) \$153.00

**Check Total \$153.00**

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 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>2/23/23-2/24/23</u>	<u>16 hours</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 Class A Boys/Girls Basketball Divisionals (Attach Brochure/Agenda)

Location Ronan, MT

Departure Date 2/23/23

Return Date 2/25/23

Departure Time 8:00 am

Return Time 11:00 pm

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = \$ 0.

Per Diem 3 day@ \$51.00 = \$153.00

Registration PO# \_\_\_\_\_ = \$ 0.

Hotel PO# \_\_\_\_\_ = \$400.00

Other PO# \_\_\_\_\_ = \$ 0.

Other PO# \_\_\_\_\_ = \$ 0.

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

**Sub Total \$553.00**

Budget 126.90.160.2320.582 (75 %) \$114.74

226.90.160.2320.582 (25 %) \$ 38.25

**Check Total \$153.00**

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

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

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

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site