

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/13/22



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: 9/6/22

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

From: Jennifer Wagner
Title: Principal

Subject: **In State Travel: Golf Divisional Tournaments 2022-2023**

Description: Request travel for Michael ComesAtNight to attend Golf Divisionals in Libby, MT
8/22/22 & 8/23/22

Financial Impact: \$ \$593.00

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: _____

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

Browning High School
22/23
Golf Schedule

Date	Day	Event	Site	Time
8/11/22	Thurs	First Day for Practice		
8/15/22	Mon	Columbia Falls JV	Glacier View GC 20	9:30am
8/18/22	Thurs	Havre JV	Havre 25	9:00am
8/19/22	Fri	Browning	Marias Valley GC 13	10:00am
8/22/22	Mon	Columbia Falls Invitational	Meadow Lake GC 13	2:00pm
8/23/22	Tues	Whitefish	Whitefish Lakes GC 13	10:00am
8/25/22	Thurs	Ronan Invitational	Mission Mountain GC 13	10:00am
8/27/22	Sat	Browning JV	East Glacier Lodge GC 20	10:00am
9/1/22	Thurs	Frenchtown Invitational	King Ranch GC 13	10:00am
9/6/22	Tues	Havre JV	King Ranch GC 20	9:00am
9/7/22	Wed	Frenchtown JV	King Ranch GC 20	10:00am
9/9/22	Fri	Libby Invitational	Cabinet View GC 13	10:00am
9/12/22	Mon	Polson Invitational	Polson Bay GC 13	10:00am
9/16/22		Hamilton	13	
9/17/22	Sat	Hamilton Invitational	Hamilton GC 13	10:00am
9/19/22	Mon	Lewistown JV	Lewistown 20	10:30am
9/22/22	Fri	Divisional <i>Mt. Lake</i>	Libby 15	Tee Times
9/23/22	Sat	Divisional <i>Go</i>	Libby 15	10:00am
9/29/22	Thurs	State	Hamilton GC 15	Tee Times
9/30/22	Fri	State	Hamilton GC 15	TBA
10/1/22	Sat	State	Hamilton GC 15	TBA

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Michael ComesAtTheNight
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/22 & 9/23</u>	<u>16</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 Golf Divisional Tournaments (Attach Brochure/Agenda)

Location Libby, MT

Departure Date 9/22/22

Return Date 9/23/22

Departure Time 7:00 am

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 376 x \$.625 = \$235.00

Per Diem 2 Day @ \$51.00 = \$102.00

☐ Registration PO# _____ = \$ 0.

☒ Hotel PO# _____ = \$256.00

☐ Other PO# Flight = \$ 0.

☐ Other PO# _____ = \$ 0.

Sub Total \$593.00

Budget 226.60.150.2410.582 (100 %) \$337.00
(_____ %)

Check Total \$337.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____