

Browning Public Schools
Board Agenda Request
Meeting to Be Held: January 31, 2024



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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: 1/23/24

To: Corrina Hall Guardipee
 Superintendent

From: Tony Wagner
 Title: Athletic Director

Subject: In-State Travel: State Class A Basketball Tournament 2023-2024

Description: Request travel for Tony Wagner, Jennifer Wagner, Kari McKay to attend the State Class A Basketball tournaments in Butte, Montana March 7, 8 and 9 2024.

Financial Impact: \$1,349.32

Funding Source (Budget/grant, etc.): TW 226-60-720-3500-582; JW 226.60.150.2410.582; KMK 226.60.150.2410.582

Attachment(s): Travel Request/State 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>03/7/24-03/9/24</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 State Class A BBB/GBB Tournament **(Attach Brochure/Agenda)**

Location Butte, MT

Departure Date 03/7/24

Return Date 03/9/24

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 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 Jennifer Wagner
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/7/24-03/9/24</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 Class A State Boys Basketball Tournament **(Attach Brochure/Agenda)**

Location Butte, MT

Departure Date 03/7/24

Return Date 03/9/24

Departure Time 8:00am

Return Time 10:00 P.M.

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# _____ = _____
 Other PO# Airline _____ = _____
 Other PO# _____ = _____

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

Sub Total \$448.16

Budget 226.60.150.2410.582 (100%) \$448.16

Check Total \$448.16

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>03/7/24-03/9/24</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 Class A State Girls Basketball Tournament (Attach Brochure/Agenda)

Location Butte, MT

Departure Date 03/7/24

Return Date 03/9/24

Departure Time 8:00am

Return Time 10:00 P.M.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ @ .655 = \$ 0
Per Diem 2Days @ \$51, L\$17, D\$20=\$139.00

Registration PO# _____ = _____
 Hotel PO# _____ = \$450.00
 Other PO# Airline _____ = _____
 Other PO# _____ = _____

To be reimbursed: shuttle/taxi/parking upon return of receipts Sub Total \$589.00

Budget 226.60.150.2410.582 (100%) \$139.00

Check Total \$139.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____