

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: January 30, 2019



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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:**   1/22/19

**To:**   **Corrina Hall Guardipee**  
                    Superintendent

**From:**   Tony Wagner  
                    Title:   Athletic Director

**Subject:**   **In state travel: Softball State Tournament**

**Description:** Request travel for William Huebsch to attend the Class A Softball State Tournament in Polson, MT on May 23, 24 and 25, 2019

**Financial Impact:** \$498.08

**Funding Source (Budget/grant, etc.):** 226-60-720-3500-582

**Attachment(s):** Travel Request/Agenda

**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  
Softball Schedule 2018/2019

Director of Student Activities – Tony Wagner 406-338-5606 [tonyw@bps.k12.mt.us](mailto:tonyw@bps.k12.mt.us)

Activities Secretary – Chanel Bird 406-338-5606 [chanelb@bps.k12.mt.us](mailto:chanelb@bps.k12.mt.us)

Head Coach – Jim Vaile 406-338-2745 [jimv@bps.k12.mt.us](mailto:jimv@bps.k12.mt.us)

Tuesday March 5, 2019 – Mandatory Parent Meeting 5:30pm

Monday March 11, 2019 – First Day of Practice

Friday March 22, 2019 @ Ronan	V 5:00pm	JV 3:00pm
Tuesday March 28, 2019 @ Cut Bank	TBA	
Saturday March 30, 2019 @ Cut Bank	TBA	
Friday April 12, 2019 @ Belgrade	TBA	
Saturday April 13, 2019 @ Belgrade	TBA	
<b>Tuesday April 16, 2019 vs Whitefish</b>	<b>5:30pm</b>	<b>3:30pm</b>
Friday April 19, 2019 @ Columbia Falls	5:30pm	3:30pm
<b>Saturday April 20, 2019 vs Polson</b>	<b>3:00pm</b>	<b>1:00pm</b>
<b>Tuesday April 23, 2019 vs Cut Bank</b>	<b>4:30pm</b>	
Friday April 26, 2019 @ Frenchtown	TBA	
Saturday April 27, 2019 @ Frenchtown	TBA	
Friday May 3, 2019 @ Polson	6:00pm	4:00pm
<b>Saturday May 4, 2019 vs Libby</b>	<b>2:00/4:00pm</b>	<b>12:00pm</b>
Monday May 6, 2019 @ Columbia Falls JV	TBA	
<b>Tuesday May 7, 2019 vs Columbia Falls</b>	<b>6:00pm</b>	<b>4:00pm</b>
Friday May 10, 2019 @ Butte	TBA	
Saturday May 11, 2019 @ Butte	TBA	
Thursday May 16, 2019 @ Whitefish	6:00pm	4:00pm
<b>Saturday May 18, 2019 vs Ronan</b>	<b>2:00pm</b>	<b>12:00pm</b>
Thursday May 23, 2019 State @ Polson	TBA	
Friday May 24, 2019 State @ Polson	TBA	
Saturday May 25, 2019 State @ Polson	TBA	

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

Employee Name William Huebsch  
Building \_\_\_\_\_

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>5/23 - 25, 2019</u>	<u>24</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 Softball Tournament **(Attach Brochure/Agenda)**

Location Polson, Montana

Departure Date 5/23/19

Return Date 5/25/19

Departure Time 8:00am.

Return Time 11:00pm

Transportation:       Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 276x.58      =\$ 160.08  
Per Diem \$36 + \$36 + \$36      =\$ 108.00

Registration PO# \_\_\_\_\_ =\$ 0.00  
 Hotel PO# 2x115.00      =\$ 230.00  
 Other PO# \_\_\_\_\_ =\$ 0.00  
 Other PO# \_\_\_\_\_ =\$ 0.00

**Sub Total \$498.08**

Budget Mileage and Per Diem 226.60.150.2410.582 (100 %) \$268.08  
Hotel 226 60 720 3589 582 (100 %) 230.00

**Check Total \$268.08**

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

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

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