

Browning Public Schools

Board Agenda Request

Meeting To Be Held: May 13, 2025



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: May 6, 2025

To: Rebecca Rappold
Superintendent of Schools

From: Sandi Campbell
Title: BHS Principal

Subject: In State Travel: State Baseball Tournaments 2024-2025

Description: Request travel for Sandi Campbell to attend the State Baseball Tournament in Hamilton, MT
May 22 - May 24, 2025.

Financial Impact: \$900.00

Funding Source (Budget/grant, etc.): [226.60.150.2410.582](#)

Attachment(s): Travel Request/Baseball Schedule

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

Comments: _____

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

Browning High School Baseball Schedule 2024-2025

Date	Day	Varsity	Opponent	Site	Leave Time
3/28/25	Fri	4:30pm	Polson	Polson	11am
3/29/25	Sat	4:30pm	Troy	Troy	
4/3/25	Thur	4:30pm	Eureka	Eureka	11am
4/4/25	Fri	8:00pm	Ronan	Ronan	10am
4/12/25	Sat	3:00pm	Bigfork	Bigfork	
4/14/25	Mon	4:00pm	Ronan	Browning	Double
4/15/25	Tues	1:30	PICTURES	Field/Gym	
					10am
4/19/25	Sat	3:00pm	Plains	Browning	
4/22/25	Tues	3:00pm	Troy	Troy	Double
4/26/25	Sat	2:00pm	Polson	Browning	Double
4/28/25	Mon	4:30pm	Whitefish	Browning	
5/1/25	Thurs	7:00pm	Columbia Falls	Columbia Falls	4pm
5/3/25	Sat	1:00pm	Noxon	Noxon	7am
5/5/25	Mon	4:00pm	Eureka	Browning	
5/8/25	Thurs	4:00pm	Bigfork	Browning	4pm
5/16/25	Fri	TBA	TBA	Whitefish/Cfalls	
5/17/25	Sat	TBA	TBA	Whitefish/Cfalls	
5/23/25	Thurs	TBA	State	Hamilton	
5/24/25	Fri	TBA	State	Hamilton	
5/25/25	Sat	TBA	State	Hamilton	

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sandi Campbell
Building Browning High School

Employee #
Substitute Name None

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>May 21, 2025</u>	<u>5 hrs</u>	<u>SR</u>
<u>May 22-24, 2025</u>	<u>24 hrs.</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 Agenda, Name, Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop State Baseball Tournament **(Attach Brochure/Agenda)**

Location Hamilton, MT.

Departure Date May 21, 2025

Return Date May 24, 2025

Departure Time 12:00 PM

Return Time 5:00 PM

Transportation: ☒ Personal Vehicle

☐ District Vehicle

☐ Professional Development

Mileage 508 x .67 = \$340.36

Per Diem 3 day @ \$51 + L \$17+ D \$20 = \$190.00

☐ **Registration** PO# = \$ 0

☒ **Hotel** PO# = \$400.00

☐ **Other** PO# = \$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$900.36

Budget 226.60.150.2410.582 (100 %) \$530.36

(%)

Check Total \$530.36

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____