

# Browning Public Schools

## Board Agenda Request

Meeting To Be Held: February 11, 2025



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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:** January 30, 2025

**To:** Rebecca Rappold  
Superintendent of Schools

**From:** Sandi Campbell  
Title: BHS Principal

**Subject:** In-State Travel: Boys & Girls Basketball Divisional Tournament 2024-2025

**Description:** Request travel for John Salois and Sandi Campbell to attend Boys & Girls Basketball Divisional Tournament in Whitefish, Montana March 6 - 8, 2025 as the Administrators in Charge

**Financial Impact:** \$860.62 ea

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

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

## Boys Basketball Schedule

### 2024-2025

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
11/25/24	Mon	Tryouts	Tryouts	Tryouts	Tryouts	High School	
12/6/24	Fri		10:30am		Hays/Lodgepole	CMR Fieldhouse	Friday 7:00am
12/7/24	Sat		12:00pm		Rocky Boy	CMR Fieldhouse	
12/9/24	Mon	4:30pm	6:00pm		Cutbank	Cutbank	3:00pm
12/13/24`	Fri			8:00pm	Butte Central	Frenchtown	Thursday 2:00
12/14/24	Sat			6:30pm	Hamilton	Frenchtown	
12/20/24	Fri			7:30pm	Lockwood	Lockwood	Thursday 11:00
12/21/24	Sat			11:30am	Billings Central	Lockwood	
1/4/25	Sat	1:00pm	2:30pm	4:00pm	East Helena	East Helena	8am
<b>1/7/25</b>	<b>Tues</b>	<b>5:30pm</b>			<b>Fairfield</b>	<b>Browning</b>	
1/11/25	Sat	1:00pm	2:30pm	4:00pm	Havre	Havre	9am
<b>1/16/25</b>	<b>Thur</b>	<b>4:15pm</b>	<b>5:45pm</b>	<b>7:15pm</b>	<b>Whitefish</b>	<b>Browning</b>	
<b>1/18/25</b>	<b>Sat</b>	<b>11:00am</b>	<b>12:30pm</b>	<b>2:00pm</b>	<b>Polson</b>	<b>Browning</b>	
1/24/25	Fri	4:15pm	5:45pm	7:15pm	Big Fork	Big Fork	12pm
<b>1/25/25</b>	<b>Sat</b>	<b>12:30pm</b>	<b>3:30pm</b>	<b>6:30pm</b>	<b>Ronan</b>	<b>Browning</b>	
1/31/25	Fri	4:15pm	5:45pm	7:15pm	Columbia Falls	Columbia Falls	1pm
2/1/25	Sat	1:00pm	2:30pm	5:00pm	Libby	Libby	8:00am
2/8/25	Sat	11:00am	12:30pm	2:00pm	Polson	Polson	6:30am
<b>2/11/25</b>	<b>Tues</b>	<b>4:15pm</b>	<b>5:45pm</b>	<b>7:15pm</b>	<b>Big Fork</b>	<b>Browning</b>	
<b>2/14/25</b>	<b>Friday</b>	<b>4:15pm</b>	<b>5:45pm</b>	<b>7:15pm</b>	<b>Whitefish</b>	<b>Browning</b>	
2/15/25	Sat	12:30pm	3:30pm	6:30pm	Ronan	Ronan	7:30am
2/18/25	Tues	4:15pm	5:45pm	7:15pm	Whitefish	Whitefish	1pm
<b>2/21/25</b>	<b>Fri</b>	<b>3:15pm</b>	<b>4:45pm</b>	<b>6:15pm</b>	<b>Columbia Falls</b>	<b>Browning</b>	
<b>2/22/25</b>	<b>Sat</b>	<b>1:00pm</b>	<b>2:30pm</b>	<b>5:30pm</b>	<b>Libby</b>	<b>Browning</b>	
2/27/25 - Thursday		Play In Game					
3/1/25 - Saturday		Play In Game					
<b>3/6, 3/7, 3/8</b>		<b>BBB Divisionals</b>			<b>Whitefish</b>	<b>Whitefish</b>	
3/13, 3/14, 3/15		BBB State			Billings	Billings	

# Browning High School

## Girls Basketball Schedule

### 2024-2025

Date	Day	FR	JV	Varsity	Opponent	Site	Leave Time
12/25/24	Mon	Tryouts	Tryouts	Tryouts	Tryouts	High School	
12/6/24	Fri		12:00pm		Box Elder	CMR Fieldhouse	Friday 8:30
12/7/24	Sat		5:30pm		Hays/Lodgepole	CMR Fieldhouse	
12/12/24	Thur	6:00pm			Shelby	Shelby	4:00pm
12/13/24	Fri	1:30			Chinook	Shelby	11:00am
12/13/24	Fri			6:30pm	Loyola	Frenchtown	Friday 8:00am
12/14/24	Sat			8:00pm	Hamilton	Frenchtown	
12/20/24	Fri			6:00pm	Lockwood	Lockwood	Thursday 1:00
12/21/24	Sat			10:00am	Billings Central	Lockwood	
1/4/25	Sat	1:00pm	2:30pm	4:00pm	East Helena	Browning	
1/7/25	Tues	5:30pm			Fairfield	Browning	
1/11/25	Sat	1:00pm	2:30pm	4:00pm	Havre	Browning	
1/16/25	Thur	4:15pm	5:45pm	7:15pm	Whitefish	Whitefish	11:30am
1/18/25	Sat	11:00am	12:30pm	3:30pm	Polson	Browning	
1/24/25	Fri	3:15pm	4:45pm	6:15pm	Big Fork	Browning	
1/25/25	Sat	11:00am	2:00pm	5:30pm	Ronan	Browning	
1/31/25	Fri	3:15pm	4:45pm	6:15pm	Columbia Falls	Browning	
2/1/25	Sat	1:00pm	2:30pm	4:00pm	Libby	Libby	8:00am
2/8/25	Sat	11:00am	12:30pm	3:30pm	Polson	Polson	6:30am
2/11/25	Tues	4:15pm	5:45pm	7:15pm	Big Fork	Big Fork	11:00pm
2/14/25	Fri	4:15pm	5:45pm	7:15pm	Whitefish	Whitefish	11:30am
2/15/25	Sat	11:00am	2:00pm	5:00pm	Ronan	Ronan	7:30am
2/18/25	Tue	4:15pm	5:45pm	7:15pm	Whitefish	Browning	
2/21/25	Fri	4:15pm	5:45pm	7:15pm	Columbia Falls	Columbia Falls	12:00pm
2/22/25	Sat	1:00pm	2:30pm	4:00pm	Libby	Browning	
2/27/25 - Thursday		Play In Game					
3/1/25 - Saturday		Play In Game					
3/6, 3/7, 3/8		BBB Divisionals			Whitefish	Whitefish	
3/13, 3/14, 3/15		BBB State			Billings	Billings	

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

Employee Name Sample Request  
Building Browning High School

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 5, 2025</u>	<u>2 Hrs</u>	<u>School Related</u>
<u>March 6-7, 2025</u>	<u>16 Hrs</u>	<u>School Related</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 Divisional Tournament (Attach Brochure/Agenda)

Location Whitefish, Mt.

Departure Date March 5, 2025

Return Date March 8, 2025

Departure Time 3:00 pm

Return Time 12:00 Noon

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 186@.67 =\$124.62

Per Diem 3Days @ \$51 + \$20 D + \$14B =\$136.00

<input type="checkbox"/> Registration PO# _____	=\$ 0
<input checked="" type="checkbox"/> Hotel PO# _____	=\$600.00
<input type="checkbox"/> Other PO# _____	=\$ 0
<input type="checkbox"/> Other PO# _____	=\$ 0

Sub Total \$860.62

Budget 226.60.150.2410.582 (100 %) 260.62  
(        % )

**Check Total \$260.62**

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

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

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