

**Browning Public Schools
Board Agenda Request**

Meeting To Be Held: March 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: January 30, 2025

To: Board of Trustees
Browning Public Schools

From: Rebecca Rappold
Title: Superintendent of Schools

Subject: In-State Travel: Boys Basketball State Tournament 2024-2025

Description: Request travel for Rebecca Rappold to attend Boys Basketball State tournament in Billings, MT, March 12-15, 2025 as an Administrator in charge.

Financial Impact: \$947.64

Funding Source (Budget/grant, etc.): [126.90.160.2320.582](#) / [226.90.160.2320.582](#)

Attachment(s): Travel Request/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 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
1/7/25	Tues	5:30pm			Fairfield	Browning	
1/11/25	Sat	1:00pm	2:30pm	4:00pm	Havre	Havre	9am
1/16/25	Thur	4:15pm	5:45pm	7:15pm	Whitefish	Browning	
1/18/25	Sat	11:00am	12:30pm	2:00pm	Polson	Browning	
1/24/25	Fri	4:15pm	5:45pm	7:15pm	Big Fork	Big Fork	12pm
1/25/25	Sat	12:30pm	3:30pm	6:30pm	Ronan	Browning	
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
2/11/25	Tues	4:15pm	5:45pm	7:15pm	Big Fork	Browning	
2/14/25	Friday	4:15pm	5:45pm	7:15pm	Whitefish	Browning	
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
2/21/25	Fri	3:15pm	4:45pm	6:15pm	Columbia Falls	Browning	
2/22/25	Sat	1:00pm	2:30pm	5:30pm	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 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 12, 2025</u>	<u>6 Hrs</u>	<u>School Related</u>
<u>March 13-14, 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 State Tournament (Attach Brochure/Agenda)

Location Billings, Mt.

Departure Date March 12, 2025

Return Date March 15, 2025

Departure Time 11:00 pm

Return Time 12:00 Noon

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 692 x .67 = \$463.64

Per Diem 4 Days @ \$51 + \$17L + \$20 D = \$184.00

☐ **Registration** PO# _____ = \$ 0
☒ **Hotel** PO# _____ = \$300.00
☐ **Other** PO# _____ = \$ 0
☐ **Other** PO# _____ = \$ 0

Sub Total \$1,004.64

Budget 126.60.150.2410.582 (70 %) \$453.35
226.60.150.2410.582 (30 %) \$194.29

Check Total **\$647.64**

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____