

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 Track Tournament 2024-2025

Description: Request travel for John Salois to attend the State Track Tournament in Kalispell, MT May 22 - May 24, 2025.

Financial Impact: \$619.42

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

Attachment(s): Travel Request/Track Schedule

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

Comments: _____

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

**Browning High School
Track Schedule
2024-2025**

Date	Day	Varsity	Opponent	Site	Departure
3/21/25	Fri		Cut Bank	Cut Bank	
3/29/25	Sat	9:00am	Frenchtown	Frenchtown	
4/8/25	Tues	1:00pm	Flathead Time Trials	Kalispell	8:30am
4/10/25	Thurs	4:00pm	PICTURES	Stadium	
4/12/25	Sat	10:00am	Libby	Libby	6:00am
4/17/25	Thurs	10:00am	Columbia Falls	Columbia Falls	7:00am
4/24/25	Thurs	3:00pm	Eureka Top 8	Eureka	11:00am
4/26/25	Sat	9:30am	ARM	Whitefish	6:00am
5/2/25	Fri		FRESHMAN	Great Falls	
5/3/25	Sat	10:00am	Archie Roe	Kalispell	7:00am
5/8/25	Thurs		Browning Time Trials	Browning	
5/10/25	Sat	9:30am	Polson	Polson	6:00am
5/16/25	Fri	1:00pm	Divisional	Polson	
5/17/25	Sat	11:00pm	Divisional	Polson	
5/22/25	Thurs	TBA	State	Kalispell	
5/23/25	Fri	TBA	State	Kalispell	
5/24/25	Sat	TBA	State	Kalispell	

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name John Salois
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 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 Track Tournament (Attach Brochure/Agenda)

Location Kalispell, MT.

Departure Date May 22, 2025

Return Date May 24, 2025

Departure Time 7:00 am

Return Time 5:00 PM

Transportation: ☒ Personal Vehicle

☐ District Vehicle

☐ Professional Development

Mileage 198 x .67 =\$132.66

Per Diem 3 day@\$51 =\$153.00

☐ Registration PO# _____ =\$ 0

☒ Hotel PO# _____ =\$333.76

☐ Other PO# _____ =\$ 0

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

Sub Total \$ 619.42

Budget 226.60.150.2410.582 (100 %) \$285.66

(_____ %)

Check Total \$285.66

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____