Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/13/26

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: 11/4/25

To: Rebecca Rappold   **From:** Kellen Hall
Superintendent of Schools   **Title:** Athletic Director

Subject: Hiring: In-State Travel

Description: Requesting approval to travel to Helena, MT to attend the 2026 MHSA Annual Meeting 1/16/26-1/19/26.

Financial Impact: $ **586.68**

Funding Source (Budget/grant, etc.): 226.60.720.3500.582.0000

Attachment(s): Agenda

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

Comments: ....

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

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Kellen Hall   **Employee #**

Building BROWNING HIGH SCHOOL   **Substitute Name**

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
1/16-19/26	4,8, 8, 8	SR

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 MHSA 2026 Annual Meeting

Attach Brochure/Agenda

Location H e l e n a , M T

Departure Date 1/16/26	**Return Date** 1/19/26
Departure Time 12:00 PM	**Return Time** 5:00 PM

Transportation: ☐ Personal Vehicle   **Mileage** _____ @.=$

☒ District Vehicle   **Per Diem** 3 Days@$51=$153.00

☐ Professional Development

☐ **Registration** PO#_____ =$

☒ **Hotel** PO#_____ =$433.68

☐ **Other** PO# Airline (estimat = $

☐ **Other** PO# Baggage   =$

Sub Total $153.00

Budget   226.60.720.3500.582.0000   (100%)

Check Total $586.68

Employee Signature _____   **Date** _____

Principal/Supervisor _____   **Date** _____

Superintendent Signature _____   **Date** _____

MONTANA HIGH SCHOOL ASSOCIATION
2026 ANNUAL MEETING

Saturday, January 17, 2026 – Monday, January 19, 2026
Delta Hotels by Marriott Colonial
Helena, Montana

Jan 16   Noon

SCHEDULE OF ACTIVITIES

PRECONFERENCE MEETINGS:

Saturday, January 17th

8:30 am	MHSA Executive Board	MHSA Office

Sunday, January 18th

10:00 am - 5:00 pm	Annual Meeting Registration	Lobby
10:00 am	Western C Division	Lewis
11:00 am	Western Eight Player Football	Lewis
	District 12C (8 schools) to follow	Lewis
	13C (6 schools) to follow	Clark
11:00 am	Southern Division 8-Player Football	Montana
1:00 pm - 7:00 pm	Exhibitors	Pre Function Area
1:00 pm	Baseball Scheduling Meeting	Governor
1:30 pm	Eastern B-C Softball	Clark
2:00 pm	Flag Football	Gallery
3:00 pm	Northern Division 8-Player Football	Helena
3:00 pm	Resolution Committee	Russell
3:00 pm	B-C Tennis	Clark
3:00 pm	Native American Classic Basketball	Lewis
3:00 pm	Eastern C	Governor
4:00 pm	Western A division	Clark
4:00 pm	Eastern A Division	Gallery
4:00 pm	Eight Player Football	Natatorium
4:00 pm	Six Player Football	Governor