

Browning Public Schools

Board Agenda Request

Meeting To Be Held: February 11, 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: Rebecca Rappold
Superintendent of Schools

From: Sandi Campbell
Title: BHS Principal

Subject: in-State Trave: State Wrestling tournament 2024-2025

Description: Request travel for Kari McKay to attend State wrestling tournaments in Billings, Montana February 12-14, 2025 as the Administrator in Charge

Financial Impact: \$835.00

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: _____

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

Browning High School
Boys Wrestling Schedule
2024-2025

Date	Day	Varsity	Opponent	Site	Leave Time
12/6/24	Fri	11am	Polson	Polson	
12/7/24	Sat	9am	Polson	Polson	
12/13/24	Fri	TBA	Mining City Duals	Butte	
12/14/24	Sat	TBA	Mining City Duals	Butte	
12/19/24	Thur	4:00	Whitefish/C Falls	Browning	
12/20/24	Fri	TBA	CMR Classic	Great Falls	
12/21/24	Sat	TBA	CMR Classic	Great Falls	
1/2/24	Thurs	5pm	Big Fork	Big Fork	
1/3/25	Fri	10am	Ronan	Ronan	
1/4/25	Sat	10am	Ronan	Ronan	
1/10/25	Fri	TBA	Cutbank	Cutbank	
1/11/25	Sat	TBA	Cutbank	Cutbank	
1/16/25	Thur	TBA	Polson/Whitefish	Polson	
1/17/25	Fri	TBA	Rocky Mountain Classic	Missoula	
1/18/25	Sat	TBA	Rocky Mountain Classic	Missoula	
1/24/25	Fri	TBA	Class A Duals	Livingston	
1/25/25	Sat	TBA	Class A Duals	Livingston	
1/31/25	Fri	2pm	Whitefish	Whitefish	
2/1/25	Sat	10am	Browning	Browning	
2/7/25	Fri	12pm	Divisional	Browning	
2/8/25	Sat	9am	Divisional	Browning	
2/13/25	Thurs		State	Billings	
2/14/25	Fri		State	Billings	
2/15/25	Sat		State	Billings	

Browning High School
Girls Wrestling Schedule
2024-2025

Date	Day	Varsity	Opponent	Site	Leave Time
12/6/24	Fri	11am	Polson	Polson	
12/7/24	Sat	9am	Polson	Polson	
12/13/24	Fri	3:00	Flathead Invite	Kalispell	
12/14/24	Sat	3:00	Flathead Invite	Kalispell	
12/19/24	Thur	4:00	Whitefish/CFalls	Browning	
12/20/24	Fri	TBA	CMR Classic	Great Falls	
12/21/24	Sat	TBA	CMR Classic	Great Falls	
1/2/24	Thurs	5pm	Big Fork	Big Fork	
1/3/25	Fri	10am	Ronan	Ronan	
1/4/25	Sat	10am	Ronan	Ronan	
1/10/25	Fri	TBA	Cutbank	Cutbank	
1/11/25	Sat	TBA	Cutbank	Cutbank	
1/16/25	Thur	TBA	Polson/Whitefish	Polson	
1/17/25	Fri	TBA	Helgate	Missoula	
1/18/25	Sat	TBA	Helgate	Missoula	
1/24/25	Fri	TBA	Class A Duals	Livingston	
1/25/25	Sat	TBA	Class A Duals	Livingston	
1/31/25	Fri	2pm	Whitefish	Whitefish	
2/1/25	Sat	10am	Browning	Browning	
2/7/25	Fri	12pm	Divisional	Browning	
2/8/25	Sat	9am	Divisional	Browning	
2/13/25	Thurs		State	Billings	
2/14/25	Fri		State	Billings	
2/15/25	Sat		State	Billings	

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Kari McKay
Building Browning High School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>February 12, 2025</u>	<u>6 Hrs</u>	<u>School Related</u>
<u>February 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 State Wrestling Tournament 2024-2025 (Attach Brochure/Agenda)

Location Billings, Mt.

Departure Date February 12, 2025

Return Date February 16, 2025

Departure Time 11:00 am

Return Time 2:00 pm

Transportation: ☐ Personal Vehicle
☒ District Vehicle
☐ Professional Development

Mileage _____ = \$ 0

Per Diem 4 Days @ \$51 + \$14 + \$17 = \$235.00

☐ Registration PO# _____ = \$ 0

☒ Hotel PO# _____ = \$600.00

☐ Other PO# _____ = \$ 0

☐ Other PO# _____ = \$ 0

Sub Total \$835.00

Budget 226.60.150.2410.582 (100 %) \$235.00
_____ (_____ %)

Check Total \$235.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee