

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 5/28/25



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: 5/15/25

To: **Rebecca Rappold**
 Browning Public Schools

From: Kellen Hall
Title: Athletic Director

Subject: **In State: Western A Athletic Director Meeting 2024-2025**

Description: Travel to Bozeman, MT for Summer AD Meeting 6/8-10/25

Financial Impact: \$ 1157.06

Funding Source (Budget/grant, etc.): 226.60.720.3500.582

Attachment(s): Conference Agenda/Travel Request

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

Comments: _____

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

Fwd: Summer Meeting

1 message

Kellen Hall <kellenh@bps.k12.mt.us>

Tue, Apr 22, 2025 at 1:01 PM

To: Josephine Wagner <JosephineW@bps.k12.mt.us>

Can you make these reservations for me?

Can you also put me on the board agenda for travel?

Kellen Hall

Athletic Director

Browning Public Schools

406-338-5606

----- Forwarded message -----

From: Travis Blome <blomet@hsd3.org>

Date: Mon, Apr 14, 2025 at 9:17 AM

Subject: Summer Meeting

To: Western AAD's <class-a-ads@libbyschools.org>, Mike Erickson <ericksonm@lockwoodschool.org>, Chris Lee

<clee@sjdneyps.com>, LPS Activities <lpsactivities@laurel.k12.mt.us>, Mike Ryan (BCCHS) <mryan@

billingscatholicsschools.org>, Paul Bartos <paul.bartos@lewistown.k12.mt.us>, Shaun Murgel

<smurgel@ehps.k12.mt.us>, Mark Irvin <IrvinM@blueponyk12.com>, Travis Travis.Krieger

<travis.krieger@hardin.k12.mt.us>, Wade Murphy <murphyw@glendiveschools.org>, Matt Porrovecchio

<mattp@bfsc38.org>, Scott Rosberg <scott.rosberg@livingston.k12.mt.us>, <kpryor@milescity.k12.mt.us>, Kellen Hall

<kellenh@bps.k12.mt.us>

Good morning,

I know we are all busy with spring sports but if you get a moment please reach out to the Wilson Hotel and reserve your rooms for the Summer meeting. The meeting is June 8-10. Here is the contact info:

LINDSEY FOOTE

Area Director of Sales and Marketing

lindsey.foote@marriott.com

D: 406.895.8000 | C: 406-539-3831

Thanks

Travis Blome
Hamilton High School
Activities Director
Office: 406-375-6072
Cell: 408-381-1412

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Kellen Hall

Employee # _____

Building BROWNING HIGH SCHOOL

Substitute Name _____

LEAVE REPORT

Date of Leave

6/9-10/25

Hours

8.8

Type of Leave

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**

SL **Sick Leave**

***EX/SR **Extra-Curricular/School Related**

PL **Personal Leave**

JD **Jury Duty (attach verification)**

NG **National Guard**

FN **Funeral** _____

(Master Contract Relationship)

ALWO **Approved Leave W/O Pay**

ULWO **Unapproved Leave w/o Pay**

SWP **Suspended w/Pay**

SWOP **Suspended w/o Pay**

***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 Summer Athletic Director's Meeting

Attach Brochure/Agenda

Location Bozeman

Departure Date 6/7/25

Return Date 6/10/25

Departure Time 9:00 AM

Return Time 10:00 PM

Transportation: ☒ **Personal Vehicle**

Mileage 534@.67=\$357.78

☐ **District Vehicle**

Per Diem 3 Dys+L\$17+S\$20=\$190.00

☐ **Professional Development**

☐ **Registration** PO# = \$

☒ **Hotel** PO# = \$609.28

☐ **Other** PO# = \$

☐ **Other** PO# = \$

Sub Total \$1157.06

Budget 226.60.720.3500.582 (100%)

Check Total \$547.78

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____