

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/30/24



-
- 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: 9/26/24

To: Rebecca Rappold
 Superintendent

From: Kellen Hall
Title: Athletic Director

Subject: In-State Travel: Divisional Golf Tournament 2024-2025

Description: Request in-state travel to attend Divisional Golf Tournament in Anaconda, MT. September 26, 27, 28, 2024.

Financial Impact: \$ 952.02

Funding Source (Budget/grant, etc.): 226-60-720-3500-582

Attachment(s): Travel Request

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

Comments: _____

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



Athletics for the week of :
Sept. 16 - Sept 28

Golf

Monday Sept. 16	4-6pm	Practice
Tuesday, Sept. 17	4-6pm	Practice
Wednesday, Sept. 18	4-6pm	Practice
Thursday, Sept. 19	4-6pm	Practice
Friday, Sept. 20	4-6pm	Practice
Saturday, Sept. 21	10am	@ Hamilton Invitational

Monday, Sept. 23	4-6pm	Practice
Tuesday, Sept. 24	4-6pm	Practice
Wednesday, Sept. 25	10am	Pep Rally
Thursday, Sept. 26	Divisional	@ Anaconda/ Old Works GC
Friday, Sept. 27	Divisional	@ Anaconda/ Old Works GC
Saturday, Sept 28	Divisional	@ Anaconda/ Old Works GC

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Kellen Hall
Building BHS

Employee # _____
Substitute Name NA

LEAVE REPORT

Date of Leave 9/26 & 9/27, 2024 Hours 16 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 | 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 Divisional Golf Tournament Attach Brochure/Agenda

Location Anaconda, MT

Departure Date 9/26/24

Return Date 9/27/24

Departure Time 7:00 am

Return Time 10:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 506 x .67 = \$339.02

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

Registration _____ PO# _____ = \$ 0
 Hotel _____ PO# _____ = \$460.00
 Other _____ PO# Airfare = \$ 0
 Other _____ PO# _____ = \$ 0

Sub Total \$952.02

Budget 226-60-720-3500-582 (100%) \$492.02

Check Total \$492.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____