

Browning Public Schools  
**Board Agenda Request**  
 Meeting to Be Held: December 17, 2024



- 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:**    12/6/24

**To:**    Rebecca Rappold  
 Superintendent

**From:** Sandi Campbell  
 Title:    Athletic Director

**Subject: In-State Travel: MHSA Annual Meeting 2024-2025**

**Description:** Request travel for myself and Kellen Hall to attend the Annual MHSA Meeting in Billings, MT 1/17/25 -1/20/25

**Financial Impact: \$1,076.64 ea**

**Funding Source (Budget/grant, etc.):** K. Hall 226.60.720.3500.582 \$650.64  
 S. Campbell 226.60.150.2410.582 \$650.64

**Attachment(s):** Travel Request/Agenda

**Superintendent Action:**  Approved  Denied  Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



**MONTANA HIGH SCHOOL ASSOCIATION  
2025 ANNUAL MEETING**

**Saturday, January 18, 2025 - Monday, January 20, 2025  
Billings Hotel & Convention Center  
Billings, Montana**

**TENTATIVE**

**12-13-25**

SCHEDULE OF ACTIVITIES

PRECONFERENCE MEETINGS:

Saturday, January 18th

8:30 am MHSAA Executive Board ----- Parlor 1010

Sunday, January 19th

10:00 am Western C Division -----Boulder

11:00 am Western Eight Player Football -----Boulder  
District 12C & 13C to follow

11:00 am Southern Division 8-Player Football ----- Stillwater

1:00 pm - 7:00 pm Exhibitors----- Foyer

1:00 pm - 5:00 pm Annual Meeting Registration----- Main Lobby

1:00 pm All Nations/Native Football League meeting ----- Parlor 1019

1:00 pm Baseball Scheduling Meeting----- Parlor 1010

1:30 pm Eastern B-C Softball----- Parlor 1018

2:00 pm Flag Football -----Boulder

2:00 pm Class A Football Scheduling----- Stillwater

3:00 pm Resolution Committee ----- Board Room

4:00 pm Western A division ----- Stillwater

4:00 pm Eastern A Division -----Boulder

3:00 pm B-C Tennis----- Parlor 1010

4:00 pm Eight Player Football ----- Gardiner

4:00 pm Six Player Football ----- Ballroom

4:00 pm Class B Representatives ----- Parlor 1010

5:00 pm Class A Representatives ----- Stillwater  
 5:00 pm Class AA Representatives -----Boulder  
 5:00 pm Northern B Division ----- Parlor 1018  
 5:00 pm Southern B Division-----Parlor 1010  
 5:00 pm Western B Division-----Parlor 1009  
 4:30 pm - 7:00 pm Visit Billings Welcome Reception ----- Billings Hotel Lobby  
 6:30 pm MIAAA Board of Directors -----Yellowstone/Big Horn  
 7:30 pm MIAAA Meeting -----Yellowstone/Big Horn

**ANNUAL MEETING:**

**Monday, January 20<sup>th</sup>**

6:30 am - 8:15 am MHSA Complimentary Breakfast----- Ballroom  
 7:30 am - 8:30 am Annual Meeting Registration----- (Foyer @ Convention Center)  
 7:30 am - 8:30 am Unified Track Divisional Coordinators----- (Foyer Main Lobby) (Registration)  
 8:30 am First General Session ----- Stillwater/Boulder  
 10:15 am Classification Caucuses AA -----Boulder  
 A ----- Stillwater  
 B ----- Parlor 1010  
 C -----Yellowstone/Big Horn

11:30 am - 12:30 pm	<b>MHSA Complimentary "Lunch on the Go" Yellowstone/Big Horn</b>
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12:30 pm Second General Session -----Yellowstone/Big Horn

**POST-CONFERENCE MEETINGS:**

Following Adjournment Of Annual Meeting Master Basketball Scheduling----- Stillwater  
 Following Adjournment Of Annual Meeting MHSA Executive Board-----Yellowstone/Big Horn

BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request

Employee Name Sample Request  
Building Browning High School

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>01/17/24-01/20/24</u>	<u>4,8,8,8</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 Name/Location**

**TRAVEL REQUEST** (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop MHSA Annual Meeting 2024-2025 (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 01/17/24

Return Date 01/20/24

Departure Time 12:00 PM

Return Time 9:00 P.M.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 692 @ .67 =\$463.64

Per Diem 3 Days+\$14L+\$20IS =\$187.00

Registration PO# \_\_\_\_\_ =\$ 0.

Hotel PO# \_\_\_\_\_ =\$426.00

Other PO# Airline \_\_\_\_\_ =\$ 0.

Other PO# Parking \_\_\_\_\_ =\$ 0.

Sub Total \$1,076.64

Budget 226.60.720.3500.582 (100%) \$650.64

226.60.150.2400.582 (100%) \$650.64

**Check Total \$650.64**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_