

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/14/25



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: 1/10/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: In State Travel: State Speech & Debate 2024-2025

Description: Request travel to attend the State Speech & Debate in Laurel, MT January 31 & February 1, 2025.

Financial Impact: \$ \$1,087.02

Funding Source (Budget/grant, etc.): 126 / 226.90.160.2310.582

Attachment(s): Travel Request/Schedule

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

Comments: _____

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



Speech & Debate

Date	Location	Time	Departure
10/14/24	Browning		
11/2/24	Havre	5:30am	
11/9/24	CJI/Chester	6:00am	
11/16/24	Stevensville	1:00pm	Friday
11/23/24	Ronan	5:30am	
12/7/24	Wolf Point	10:00am	Friday
12/14/24	Libby	1:00pm	Friday
1/10/-1/11	Corvallis	1:00pm	Friday
1/18/25	Butte or Fort Benton	TBA	
1/25/25	Polson Divisional	2:00pm	
1/31-2/1	Laurel State	9:00am	Thursday

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Rebecca Rappold
Building Administration

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u> <u>1/31/25-2/1/25</u>	<u>Hours</u> <u>8 Hrs</u>	<u>Type of Leave</u> <u>SR</u>
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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 Speech & Debate (Attach Brochure/Agenda)

Location Laurel, MT

Departure Date 1/31/25

Return Date 2/1/25

Departure Time 7:00 am

Return Time 11:00pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 724 x \$0.67 = \$485.08
Per Diem 2 Days @ \$51 = \$102.00

☐ Registration PO# _____ = \$ 0
☒ Hotel PO# _____ = \$500.00
☐ Other PO# _____ = \$ 0
☐ Other PO# _____ = \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$1,087.02

Budget 126-90-160-2320-582 (75 %) \$440.31
226-90-160-2320-582 (25 %) \$146.77

Check Total \$587.02

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____