

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/28/25



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: 10/13/25

To: Rebecca Rappold
Superintendent

From: Kellen Hall
Title: Athletic Director

Subject: In State Travel

Description: Travel to Hamilton, MT for Western A Fall Classic 10/17/25-10/18/25

Financial Impact: \$ 617.32

Funding Source (Budget/grant, etc.): 226.60.720.3500.582.0000

Attachment(s): Leave slip/Schedule

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Kellen Hall

Employee # _____

Building BROWNING HIGH SCHOOL

Substitute Name _____

LEAVE REPORT

Date of Leave

Hours

Type of Leave

10/17-18/25

8hrs

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 Western A Fall Classic

Attach Brochure/Agenda

Location: Hamilton, MT

Departure Date 10/17/25

Return Date 10/18/25

Departure Time 8:00 AM

Return Time 11:00 P.M.

Transportation: ☒ Personal Vehicle

Mileage 508@ \$0.70= \$355.60

☐ District Vehicle

Per Diem 1Day+1L\$17+1D\$20= \$88.00

☐ Professional Development

☐ Registration PO# _____ = _____

☒ Hotel PO# _____ = \$173.72

☐ Other PO#Airline _____ = _____

☐ Other PO#Parking _____ = _____

Sub Total \$617.32

Budget 226.60.720.3500.582.0000 (100%)

Check Total \$443.60

0

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

Browning High School

XC Schedule

2025-2026

First Day of Practice August 15, 2025						
<i>Date</i>	<i>Day</i>	<i>JV</i>	<i>Varsity</i>	<i>Opponent</i>	<i>Site</i>	<i>Departure</i>
8/29/25	Fri	11:30am	10:00am	Libby	Libby	5:30am
9/5/25	Fri	12:00pm	11:00pm	Flathead Invite	Kalispell	8:00am
9/13/25	Sat	2:00pm	1:00pm	Browning	Browning	
9/20/25	Sat	TBA	TBA	Mountain West	Missoula	Friday Overnight
9/23/25	Tue	TBA	3:00pm	Whitefish	Whitefish	12:00pm
10/11/25	Sat	TBA	12:00pm	Polson	Polson	7:30am
10/16/25	Thu r	Depart day	Depart day	Western A Fall Classic	Hamilton	4:00pm
10/17/25	Fri	TBA	2:00pm	Western A Fall Classic	Hamilton	
10/24/25	Fri		TBA	State XC	Missoula	3:30pm
10/25/25	Sat		TBA	State XC	Missoula	