

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/30/25



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: 8/21/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: In State Travel: Golf State Tournament 2025-2026

Description: Request travel to attend the Golf State Tournament in Sidney, MT 10/2/25-10/5/25

Financial Impact: \$1008.20

Funding Source (Budget/grant, etc.): 126/2226.90.160.2320.582

Attachment(s): 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: Rebecca Rappold
Building: Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

| <u>Date of Leave</u> | <u>Hours</u> | <u>Type of Leave</u> |
|------------------------------|---------------|----------------------|
| <u>10/2/25 & 10/3/25</u> | <u>16 Hrs</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 Agenda, Name, Location TRAVEL REQUEST. (If receiving payment for EX/SR leave please fill out entire form completely) Conference/Workshop: State Golf Tournament (Attach Brochure/Agenda)**

Location: Sidney, MT

Departure Date 10/2/25

Return Date 10/5/25

Departure Time 8:00 a.m.

Return Time 11:00 am

Transportation: ☒ Personal Vehicle

Mileage 916 x \$0.70 = \$641.20

☐ District Vehicle

Per Diem 3D@\$51+1B=\$167.00

☐ Professional Development

☒ **Registration** PO# _____ = \$

☒ **Hotel** PO# _____

☒ = \$200.00

Other PO# Airfare _____ = \$

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$1,008.20

Budget 126.60.160.2320.582(70%) \$705.74

Check Total \$808.20

226.60.160.2320.582(30%) \$302.46

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

Browning High School

Golf Schedule

2025-2026

| First Day of Practice August 14, 2025 | | | | | | |
|---------------------------------------|-------------------|------------------|-----------------------|------------------------|--------------------|-------------------------|
| <i>Date</i> | <i>Day</i> | <i>JV</i> | <i>Varsity</i> | <i>Opponent</i> | <i>Site</i> | <i>Departure</i> |
| 8/18/25 | Mon | | | Columbia Falls | Columbia Falls | 6:00am |
| 8/19/25 | Tue | 10:00am | | East Helena | Fox Ridge | 5:00am |
| 8/21/25 | Thur | | 10:00am | Ronan | Ronan | ???? |
| 8/21/25 | Thur | | 9:30am | Havre | Havre | 5:30am |
| 8/22/25 | Fri | | 10:00am | Browning | Shelby | 7:30am |
| 8/25/25 | Mon | | 11:30am | Columbia Falls | Meadow Lake | 8:00am |
| 8/26/25 | Tues | | 10:00am | Frenchtown | Frenchtown | 5:00am |
| 9/3/25 | Wed | | 9:00am | Whitefish | Whitefish | 6:00am |
| 9/4/25 | Thur | | 9:00am | Bigfork | Eagle Bend | 6:00am |
| 9/8/25 | Mon | | 10:00am | Polson | Polson | 6:00am |
| 9/9/25 | Tues | 9:00am | | Havre | Havre | 5:00am |
| 9/11/25 | Thurs | | 10:00am | Libby | Eureka | 6:00am |
| 9/20/25 | Sat | | 10:00am | Hamilton | Hamilton | Fri. 3:00pm |
| 9/22/25 | Mon | 9:30am | | Columbia Falls | West Glacier | 7:00am |
| 9/25/25 | Thur | | | Divisional | Hamilton | 4:00pm |
| 9/26/25 | Fri | | | Divisional | Hamilton | |
| 9/27/25 | Sat | | | Divisional | Hamilton | |
| 10/2/24 | Thur | | | State | Sidney | |
| 10/3/24 | Fri | | | State | Sidney | |
| 10/4/24 | Sat | | | State | Sidney | |