

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/11/26



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: 8/3/26

To: Board of Trustees
Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: In State Travel: 2026 MCEL Conference

Description: Requesting approval for the Board of Trustees & Superintendent Rappold to attend the 2026 MCEL Conference in Billings, MT 10/14/26-10/16/26.

Financial Impact: Approximate Costs \$1,038.08 each

Funding Source (Budget/grant, etc.) designated to appropriate travel budget

Attachment(s): Travel Request/Conference Agenda

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 Sample
Building Browning High School

Employee #
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/13/26-10/16/26</u>	<u>29 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 2026 MCEL Conference (Attach Brochure/Agenda)**

Location Billings, MT

Departure Date 10/13/26

Return Date 10/16/26

Departure Time 12:00 p.m.

Return Time 10:00 p.m.

Transportation: ☒ Personal Vehicle

Mileage 692 @ \$0.76 = \$525.92

☐ District Vehicle

PerDiem 3D@\$51+1D\$20= \$173.00

☐ Professional Development

☒ **Registration** PO# = \$285.00

☒ **Hotel** PO# = \$527.16

☒ **Other** PO# Airfare=

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

Sub Total \$1,038.08

Check Total \$698.92

Budget 126.90.160.2320.582(70%) \$726.66

226.90.160.2320.582(30%) \$311.42

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

Conference Schedule Overview

- **Wednesday, October 14, 2026:**
 - Registration opens at 12:00 PM MDT
 - Opening general sessions and initial collaborative planning meetings. [\[1\]](#)
- **Thursday, October 15, 2026:**
 - Full day of professional learning, keynotes, and targeted association meetings (including MASBO, MTSBA, and SAM events) from 8:00 AM MST. [\[1\]](#)
- **Friday, October 16, 2026:**
 - Morning keynote presentations, final panel discussions, and closing sessions wrapping up by 3:00 PM MDT. [\[1\]](#)