Browning Public Schools
Board Agenda Request
Meeting to Be Held: 3/10/2026

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

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Date: 3/3/26

To: Rebecca Rappold
Superintendent of Schools

From: Robert Hall
Title: BNAS Director

Subject: Travel Out: Cardston meet with Mentor-SR Leave Only

Description: Requesting approval for school related leave only to travel to Cardston to meet with mentor William Big Bull, Fluent Blackfoot Speaker to collaborate over Blackfeet words and get material for language. Mentor was supposed to come here but due to last changes Robert had to go there.

Financial Impact: N/A

Funding Source (Budget/grant, etc.):

Attachment(s): Leave Request/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 Robert Hall **Employee #**_____
Building BNAS **Substitute Name** _____

LEAVE REPORT

Date of Leave	Hours	Type of Leave
2/26/26	8 hrs	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 Agenda, Name, Location**

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

Conference/Workshop Meeting with Mentor (fluent Blackfeet Speaker) **(Attach Brochure/Agenda)**
Location Cardston, Alberta
Departure Date 2/26/26 **Return Date** 2/26/26
Departure Time 8:00 a.m. **Return Time** 5:00 p.m.

Transportation: ☐ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage _____ = _____
Per Diem _____ = _____

☒ **Registration** PO# _____ =$
☒ **Hotel** PO# _____ =$
☒ **Other** PO# Airfare _____ =$

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage **Sub Total $**

Budget N/A

Check Total $

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

White-Payroll Yellow Acc.-Payable Pink-Employee Goldenrod-School Site

Event schedule for Robert’s trip to Cardston, AB to meet with William Big Bull on February 26, 2026 8:30 - departure from Browning 10:00 - Breakfast at A&W 11:00-2:00 - meeting in Cardston Public Library reviewing terminology with words associated with cooking 2:10 - departure from Cardston back to Browning