Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/27/2026



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

Date: 10/19/2026

To: **Rebecca Rappold**
Superintendent of Schools

From: **Beverly Sinclair**
Title: HR Director

Subject: Out of State Travel: 2027 School HR Winter Boot Camp-Anaheim, CA

Description: Requesting approval to attend the 2027 School HR Winter Boot Camp in Anaheim, CA 1/24/27-1/27/27.

Financial Impact: $3,074.84 est.

Funding Source (Budget/grant, etc.) 126/226.90.160.2316.582 (70/30)

Attachment(s): Travel Request/Conference Schedule, Flight

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 Beverly Sinclair **Employee #** 14354
Building Administration **Substitute Name** NA

LEAVE REPORT

Date of Leave	Hours	Type of Leave
1/25-27/2027	24 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	**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 _____ (Master Contract) Relationship)	**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 2027 School HR Winter Boot Camp
Attach Brochure/Agenda
Location Anaheim, CA
Departure Date 1/24/27 **Return Date** 1/27/27
Departure Time 10:00 a.m. **Return Time** 6:00 p.m.

Transportation:
☒ Personal Vehicle **Mileage** 254 @.70 = $193.04
☐ District Vehicle **Per Diem** 3DOS@ $105+1ISL $17.00=$332.00
☐ Professional Development

☒ **Registration** PO# = $700.00
☐ **Hotel** PO# = $1,206.00
☐ **Other** PO# Airfare = $ 643.80
☐ **Other** PO# Luggage = $
Subtotal $3,074.84

Budget 126.90.160.2316.582 (70%) $2,152.39
226.90.160.2316.582 (30%) $922.45

Check Total $ 525.04

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

Application for
Professional Development Opportunity
Browning Public Schools
2026-2027

The goal of staff development is to improve achievement for Browning School students. Ideally, staff development should be sustained, intensive, of high quality, and involve as many staff and ultimately children as possible. Therefore, all staff members requesting professional development assistance are required to provide the following information:

Name: Bev Sinclair **Job Title:** Human Resource Director

Describe the type of professional development you are requesting. Include subject, area concentration, dates, and follow-up activities.

Travel to the 2027 School HR Winter Boot Camp on January 25-26, 2027, in Anaheim, CA. Sponsored by the American Association of School Personnel Administrators (AASPA). This conference covers topics such as FMLA, hiring teachers, Navigating Difficult Conversations, and Title IX, to name a few.

Describe how this professional development activity will "improve (your) knowledge and skills, classroom instruction and student achievement."

This Professional Development activity will strengthen my knowledge and skills in school Human Resources and provide practical strategies to improve Human Resources procedures, reduce risk, and better support district administrators and staff.

Describe how this professional development activity is tied to the goals of the District's Consolidated Plan/Strategic Plan or your building's School-wide Plan.

This Professional Development supports the district's goals of recruiting and retaining highly qualified staff, improving employee effectiveness, maintaining compliance with employment laws, and creating a positive, supportive work environment.

If the request requires out-of-district training, outline your plan to share what you have learned with other staff members and include a timeline.

Upon returning, I will use the strategies I learned to improve our Human Resource processes and provide applicable resources to support consistent Human Resources practices and continues improvement across the district.

If this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses. ***In-state travel requests are due 2 weeks in advance. Out-of-state requests are due 30 days in advance. All travel must be approved by the Principal/Director and/or Supervisor. In-state travel must be approved by the board if 24 hours or overnight for administrators; both must be approved by the board if out of state.***

_____ _____.

Signature **Date**

Tentative Agenda

2027 School HR
Winter Boot
Camp January
25-26, 2027 |
Anaheim, CA

MON, JANUARY 25	**BASIC TRAINING**	**ADVANCED MANEUVERS**
07:30 am - 08:00 am	Continental Breakfast & Registration	
08:00 am - 08:10 am	Welcome & Introductions *Dr. Kelly Coash-Johnson, Executive Director, AASPA*	
08:10 am - 09:15 am	Keynote Speaker	
9:15 am - 9:30 am	Networking Break	
09:30 am - 10:45 am	HR 101	Navigating Difficult Conversations
10:45 am - 11:00 am	Networking Break	
11:00 am - 12:00 pm	Employee Evaluation	FMLA
12:00 pm - 12:45 pm	Networking Lunch	
12:45 pm - 01:45 pm	Employee Handbook	ADA
01:45 pm - 02:00 pm	Networking Break	
02:00 pm - 03:15 pm	How to Hire a Teacher	Legal AI in HR
03:15 pm - 03:30 pm	Networking Break	
03:30 pm - 04:30 pm	AI in HR	Title IX
04:30 pm - 06:00 pm	Networking Reception	
TUES, JANUARY 26	**BASIC TRAINING**	**ADVANCED MANEUVERS**
08:00 am - 09:15 am	<u>Breakfast Table Talks</u> - Recruitment/Retention - My Teacher Did What?!?! - Getting Off to a Great Start in HR - Onboarding Programs - FMLA - Employee Discipline	
09:15 am - 10:30 am	Onboarding & Orientation	FLSA
10:30 am - 10:45 am	Networking Break	
10:45 am - 12:00 pm	Sponsor Speed Networking	
12:00 pm - 12:45 pm	Networking Lunch	
12:45 pm - 01:45 pm	Employee Engagement	Recruitment & Retention
01:45 pm - 02:00 pm	Networking Break	
02:00 pm - 03:00 pm	Employee Discipline	Investigations
03:00 pm - 03:15 pm	Wrap Up & Evaluation Dr. Kelly Coash-Johnson, Executive Director, AASPA	

*Session topics and times are subject to change

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Support

Your flights > Seats > Checkout

Review your trip

All flights have been updated to Economy.

Great Falls to Orange County

1:10pm – 4:17pm (4h 7m, 1 stop)

Delta • Sun, Jan 24

Average CO_2

Flight details Change flight

Orange County to Great Falls

7:00am – 12:27pm (4h 27m, 1 stop)

Delta • Wed, Jan 27

Average CO_2

Flight details Change flight

Your fare: Delta Main Classic

- Seat choice included
- Carry-on bag included
- 1st checked bag for a fee: $90
- Cancel for airline credit
- Changes included, only pay fare difference

Price details

Traveler 1: Adult	$643.80
Flight	$561.86
Taxes, fees, and charges ⓘ	$81.94

Trip total $643.80

Rates are shown in US dollars