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: 10/13/2026

To: Rebecca Rappold
Superintendent of Schools

From: Stephanie Holton
Title: Special Services Director

Subject: Out-of-State Travel: Plain Talk About Literacy and Learning New Orleans, LA

Description: Requesting approval for Stephanie Holton to attend Plain Talk About Literacy and Learning, New Orleans, LA 2/23/27-2/26/27

Financial Impact: $3,428.60 (est.)

Funding Source (Budget/grant, etc.): 115.76.280.1000.582.360 100%

Attachment(s): Flight Quote, Agenda, Hotel, Registration Information & Professional Development Form.

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 Stephanie Holton _____ **Employee #**
Building Special Services Department **Substitute Name** ___

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
2/23/27-2/26/27	32 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 Plain Talk About Literacy And Learning **(Attach Brochure/Agenda)**
Location New Orleans, LA
Departure Date 2/22/27 **Return Date** 2/27/27
Departure Time 5:00 pm **Return Time** 4:00 pm
Transportation: ☒ Personal Vehicle **Mileage** 254 @ $0.76 = $193.04
☐ District Vehicle **PerDiem** 4days (OS)@$105+2D@$20+L@$17=477.00
☐ Professional Development

☒ **Registration** PO# =$899.00
☒ **Hotel** (Crystal Inn & Hilton) =$1,351.76
☒ **Other** PO# Airfare = $507.80

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage **Sub Total $3,428.60**

Check Total $670.04

Budget 115.76.280.1000.582.360 (100%) $3,428.60
(%) $

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

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

The cost is $507.80 round trip for either return.

Outbound Flight			
Flight Number UA0480	**From:** Great Falls, MT	**Leaving:** Tue 23 Feb 06:30AM	**Flying Time:** 2h3m **Stops:** 0
Class: L-Economy	**Destination:** Denver Intl, Denver, CO	**Arriving:** Tue 23 Feb 08:33AM	
CONNECTION			
Flight Number UA2806	**From:** Denver Intl, Denver, CO	**Leaving:** Tue 23 Feb 10:00AM	**Flying Time:** 2h36m **Stops:** 0
Class: L-Economy	**Destination:** New Orleans Louis Armstrong Intl, New Orleans, LA	**Arriving:** Tue 23 Feb 01:36PM	
Return Option 1			
Flight Number UA1233	**From:** New Orleans Louis Armstrong Intl, New Orleans, LA	**Leaving:** Sat 27 Feb 07:00AM	**Flying Time:** 3h6m **Stops:** 0
Class: L-Economy	**Destination:** Denver Intl, Denver, CO	**Arriving:** Sat 27 Feb 09:06AM	
CONNECTION			
Flight Number UA0534	**From:** Denver Intl, Denver, CO	**Leaving:** Sat 27 Feb 11:31AM	**Flying Time:** 1h58m **Stops:** 0
Class: L-Economy	**Destination:** Great Falls, MT	**Arriving:** Sat 27 Feb 01:29PM	
Return Option 2			
Flight Number UA2325	**From:** New Orleans Louis Armstrong	**Leaving:** Sat 27 Feb 04:10PM	**Flying Time:** 3h6m **Stops:** 0

	Intl, New Orleans, LA		
Class: L-Economy	**Destination:** Denver Intl, Denver, CO	**Arriving:** Sat 27 Feb 06:16PM	
CONNECTION			
Flight Number UA1230	**From:** Denver Intl, Denver, CO	**Leaving:** Sat 27 Feb 07:50PM	**Flying Time:** 2h
Class: L-Economy	**Destination:** Great Falls, MT	**Arriving:** Sat 27 Feb 09:50PM	**Stops:** 0

PLAIN TALK ABOUT LITERACY AND LEARNING®

2027 CONFERENCE SCHEDULE*

THE CENTER *for* Literacy & Learning

TUESDAY, FEBRUARY 23, 2027

4:00 pm – 8:00 pm	Attendee Check In, Exhibitor Time, Hospitality Suites

WEDNESDAY & THURSDAY, FEBRUARY 24–25, 2027

7:45 am	Hospitality Suites Open
8:15 am	Exhibit Hall & Exhibit Booths open
8:15 am - 9:30am	Morning Coffee in Chemin Hall opens
8:45 am - 9:05 am	Welcome and Introductions
9:05 am - 10:05 am	Keynote
10:05 am - 10:35 am	Break / Exhibitor Time
10:35 am - 11:35 am	Breakout I
11:35 am - 12:45 pm	Lunch
12:45 pm - 1:45 pm	Breakout II
1:45 pm - 2:15 pm	Exhibitor Time / Break
2:15 pm - 3:15 pm	Breakout III
3:15 pm - 3:45 pm	Exhibitor Time / Snack Break
3:45 pm - 4:45 pm	Breakout IV
5:00 pm	Exhibit Hall & Exhibit Booths close
5:30 pm	Hospitality Suites Close

FRIDAY, FEBRUARY 26 2027

8:15 am	Exhibit Hall & Exhibit Booths open
8:15 am - 9:30 am	Morning Coffee in Chemin Hall Opens
8:45 am - 9:05 am	Welcome and Introductions
9:05 am - 10:05 am	Keynote
10:05 am - 10:35 am	Break / Exhibitor Time
10:35 am - 1:35 am	Breakout I
11:35 am - 12:45 pm	Jazz Brunch
12:45 pm	Exhibit Hall & Exhibit Booths close
12:45 pm - 1:45 pm	Breakout II

*SUBJECT TO CHANGE

FEBRUARY24 –26 2027

HILTON NEW ORLEANS RIVERSIDE

Hotel Accommodations

Plain Talk 2027 will be held at the Hilton New Orleans Riverside. The hotel reservation link will be provided to you **on the confirmation page after you complete your registration for Plain Talk**.

- **$245 per night plus tax and fees**. Taxes and fees are currently 16.2% and a $3.00 occupancy fee per night for single/double occupancy.
- Check-in time is 4:00 PM and check-out time is 11:00 AM.
- Complimentary in-room basic internet for attendees.
- Complimentary health club use for all attendees registered in the hotel (excludes classes and court fees).
- Overnight parking in the Hilton's self-parking garage is discounted to $20 per night (plus tax) for guests staying in the Hilton. Valet parking is available for approximately $50 per night plus tax.
- A daily parking rate of $15 per day in the Hilton's self-parking garage is available for those who drive in each day. This rate is valid for 12 hours after the time stamp on the ticket you pull when you enter the parking garage.

Registration Details

The registration fee for Plain Talk About Literacy and Learning® includes registration materials, access to sessions and the exhibitor hall, lunch and afternoon refreshments on Wednesday and Thursday, and a Jazz Brunch on Friday.

Registration Fees

- $699 on or before June 30, 2026
- $799 after June 30, 2026 through 11:59 PM Central Standard Time on October 28, 2026
- $899 after 11:59 PM Central Standard Time on October 28, 2026

Group Discount: A $30 per person discount for registering 5 or more educators at the same time will be applied automatically after the 5th person is entered.

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 Stephanie Holton **Job Title** Special Services Director

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

Plan Talk about Literacy and Learning Conference and Dyslexia Summit in New Orleans LA Feb 24-26, 2027

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

Attendance at the Plain Talk About Literacy and Learning® Conference will provide valuable professional development directly related to my role as Special Education Director. The conference focuses on evidence-based literacy instruction, dyslexia, assessment, intervention, and the Science of Reading, all of which are critical when supporting students with disabilities and students being considered for special education evaluation. The information gained will help strengthen district practices related to referrals, evaluations, IEP development, specially designed instruction, and literacy interventions, while providing current research and practical strategies that can be shared with special education staff to improve student outcomes.

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 directly supports Browning Public Schools' goals of improving student achievement, strengthening literacy instruction, and providing high-quality, evidence-based interventions for all students. The conference's focus on the Science of Reading, dyslexia, assessment, and effective literacy practices supports the District's efforts to identify learning needs early, strengthen MTSS and special education services, close achievement gaps, and improve reading outcomes for students with disabilities and other struggling learners.

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.

Following the conference, I will share key information, resources, and evidence-based literacy and dyslexia strategies with Special Education staff, related service providers, and administrators. Within two weeks of returning, I will provide staff with conference materials and a summary of key takeaways.

Relevant strategies and resources will then be incorporated into upcoming Special Education professional development, staff meetings, and ongoing support throughout the remainder of the school year.

If *this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses.* In Sate 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 if24 hours or overnight for administrators; both must be approved by the board **if** out of state.

Signature *Date* *8/5/26*