Browning Public Schools
Board Agenda Request
Meeting to Be Held: November 3, 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: October 29, 2026

To: **Rebecca Rappold**
Superintendent

From: **Jocko Parrent**
Title: Compliance Specialist

Subject: In State Travel: Capturing Kids Heart in Bozeman, MT 11/17/26-11/18/26

Description: Requesting Permission for Racquel LittlePlume, Jessica Racine, Angie HeavyRunner, Sheila Hall, Sandi Campbell, Kari McKay, Charlie Specier, Cinnamon Salway and Irene Augare to attend the Capturing Kids' Hearts, November 17-18, 2026, in Bozeman MT.

Financial Impact: $1,006.14 (Est. per person)

Funding Source (Budget/grant, etc.) School Wide 115.90.494.2213.582.231

Attachment(s): Travel Request/Invitation

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 _____ **Employee #**
Building _____ **Substitute Name** _____

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
November 16, 2026	4 Hrs.	School Related
November 17-18, 2026	16 Hrs	School Related

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** Capturing Kids Hearts **(Attach Brochure/Agenda)**
Location Bozeman, MT
Departure Date November 16, 2026 **Return Date** November 18, 2026
Departure Time 12:00 Noon **Return Time** 8:00 PM
Transportation: ☒ Personal Vehicle **Mileage** 534 x $0.76 = $405.84
☐ District Vehicle **PerDiem** 2D$51+1D$20 = $122.00
☐ Professional Development

☒ **Registration** PO# No Charge =N/C
☒ **Hotel** PO# EST =$400.20
☒ **Other** PO# Airfare =$ _____

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage **Sub Total $ 1,006.14**

Check Total $605.94

Budget 115.90.494.2213.582.231 (100%) $1,006.14

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

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

This **invitation-only Capturing Kids' Hearts** training is a preview opportunity exclusively for district and campus leaders who are considering CKH implementation and would like to experience the training firsthand, grow excitement, and build momentum with their leadership team. It's one of our favorite ways to help future partners truly feel the heart and power behind CKH! **I have registered you and I am holding 11 additional spots.** I will need to register your additional educators on my end with their ***name, email address, and job title***.

We do require that all participants are able to attend both full days.

Capturing Kids' Hearts Training
Date: November 17th & 18th
Time: Day 1: 8:00 – 4:00
Day 2: 8:00 – 4:00
Venue: Bozeman Hilton Garden Inn