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: **Zita Ottersbach**
Title: Food Service Director

Subject: Travel Out: 41st National Child Nutrition Conference 3/29/27-4/2/27 Chicago, IL

Description: Requesting approval to attend the 41st National Child Nutrition Conference, taking place March 29-April 2, 2027, in Chicago, Illinois. For 41 years, this conference for CACFP, Afterschool Meals and Summer Food Service programs has been the premier professional development event for the child nutrition Community.

Financial Impact: $3,081.55(Est.)

Funding Source (Budget/grant, etc.) 112.92.910.3100.582

Attachment(s): Travel Request, Agenda & PD

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 Zita Ottersbach **Employee #**
Building _____ **Substitute Name** _____

LEAVE REPORT

Date of Leave	**Hours**	**Type of Leave**
3/29/27-4/2/27	40 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 41st National Child Nutrition Conference **(Attach Brochure/Agenda)**
Location Chicago, IL
Departure Date March 28, 2027 **Return Date** April 2, 2027
Departure Time 10:00 a.m. **Return Time** 2:00 a.m.
Transportation: ☒ Personal Vehicle **Mileage** 198x $0.76 = $150.48
☐ District Vehicle **PerDiem** 5D$105+1OL$ 35+1OD$47 = $607.00
☐ Professional Development

☒ **Registration** PO# =$639.00
☒ **Hotel** PO# EST =$1,123.55 (Est.)
☒ **Other** PO# Airfare =$712.00 (Est.)

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage **Sub Total $ 3,081.55**

Check Total **$757.48**

Budget 112.92.910.3100.582 (100%) $3,081.55

Employee Signature _____ **Date** _____

Principal/Supervisor _____ **Date** _____

Superintendent Signature _____ **Date** _____

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

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 Zita Ottersbach **Job Title** Food Service Director

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

41st National Child Nutrition Conference March 29, 2027 – April 2, 2027, and focuses on CACFP and SFSP Funding, which are managed at Food Service by the FS Director. This funding relieves negative impacts on some of our most vulnerable students and community members and allows us to operate our Supper Program, as well as our Summer Food Service Programs.

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

Attending this conference will allow me the opportunity to learn more about these funding sources and requirements within them, which will enable me to operate the programs to their full potential, and make more significant impact in our community. It will also allow me the opportunity to connect with other schools who operate similar programs, which will help me gain insight to make sure our programs are operating efficiently and effectively.

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.

At Food Service, our goal is to provide our students with nutritious meals for breakfast, lunch, and supper, in order to ease some of the food insecurity that some of the students in our community experience. Allowing them the opportunity to focus on learning without worry of food insecurity or hunger.

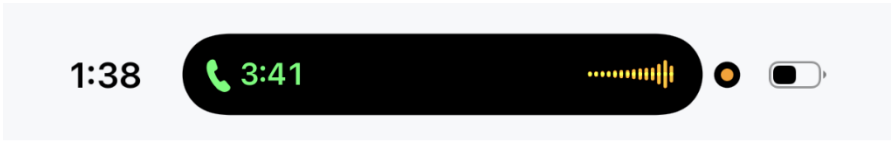
If the request requires out of district training, outline your plan to share what you have learned with other staff members and include a timeline.

Once returning from the training, I will host a Food Service All Staff training to discuss what I have learned, and plan to discuss how to make sure our larger organizational and departmental goals are being met effectively, with our children at the forefront. I will also meet with Administrators, Principals, and Directors, to ensure that everyone is aware of the Food Service departmental goals that are in place, or new ones that may be inspired by what I have learned at this training.

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 if 24 hours or overnight for administrators; both must be approved by the board if out of state.***

_____

Signature **Date**



Kalispell, MT (FCA) to Chicago-O'Hare, IL (ORD)

Sunday, March 28

Multiple flights 8h 49m

2:10 pm ..... **11:59 pm**

FCA SEA ORD

3h 7m

AS 2265 | FCA to SEA | Main (S) | Operated by Horizon Air as AlaskaHorizon

AS 538 | SEA to ORD | Main (S) | Operated by Alaska

Details Seats

Upgrade available

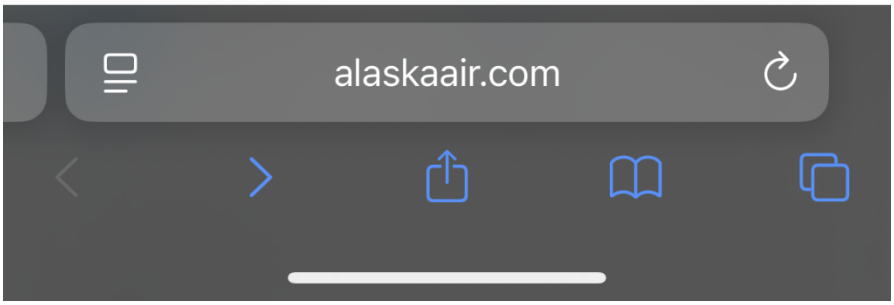
From +$102 USD

See options

Total price $711.40

Sign in and checkout

Continue as guest



1:38 3:45

Returning:

Chicago-O'Hare, IL (ORD) to Kalispell, MT (FCA)

Friday, April 2



Multiple flights — 7h 4m

5:55 pm ORD — SEA (1h 0m) — **11:59 pm** FCA

AS 337 | ORD to SEA | Main (O) | Operated by Alaska

AS 2284 | SEA to FCA | Main (O) | Operated by Horizon Air as AlaskaHorizon

Details Seats

Total price $711.40

Sign in and checkout

Continue as guest

alaskaair.com