

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 1/21/25



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ 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: 1/15/25

To: Rebecca Rappold
 Browning Public Schools

From: Jennifer Wagner
Title: Asst. Superintendent

Subject: Instate Travel: Public Education Day 2024-2025

Description: Request travel for Jen Wagner and Kari McKay to lobby the state legislature on behalf of BPS for Public Education Day in Helena on January 29, 2025.

Financial Impact: \$743.72 (\$692.72 J. Wagner; \$51.00 K. McKay)

Funding Source (Budget/grant, etc.): Curriculum: 126 / 226.90.161.2213.582

Attachment(s): Travel Request/Schedule

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



2025 Public Education Day - January 29

When and Where

Start Date

1/29/2025 8:00 AM MST

End Date

1/29/2025 6:30 PM MST

Location

MTSBA Headquarters, Capitol Building

City

Helena

State/Province

Montana

Public Education Day is Wednesday, January 29, and is the first opportunity for trustees, school staff, and administrators to travel to Helena to connect with legislators and advocate on behalf of Montana's public schools. We hold this event in collaboration with our other education organization partners including MREA, SAM, MQEC, and MASBO.

The day begins with an education panel in the morning at MTSBA Headquarters from 9:00-11:00 am, and a luncheon with legislators at Noon at the Capitol Rotunda. You will have a chance to watch the floor session beginning at 1:00 pm and attend House Education Committee meetings at 3:00 pm.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/28/25-1/30/25</u>	<u>16Hrs</u>	<u>SR</u>
_____	_____	_____

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 _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***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 Educator Day at the legislature (Attach Brochure/Agenda)

Location Helena, Mt

Departure Date 1/28/25

Return Date 1/30/25

Departure Time 1:00 pm

Return Time 1:00pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 344 x \$0.67 = \$230.48
Per Diem 2 Days @ \$51 = \$102.00

☐ Registration PO# _____ = \$ 0
☒ Hotel PO# _____ = \$ 358.24
☐ Other PO# _____ = \$ 0
☐ Other PO# _____ = \$ 0

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total \$690.72

Budget 126-90-161-2213-582 (70 %) \$232.74
226-90-161-2213-582 (30 %) \$ 99.74

Check Total \$332.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____