

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/30/25



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: 9/30/25

To: Rebecca Rappold
 Superintendent

From: Robert Hall
Title: BNAS Director

Subject: In State Travel: Language Matters Class 7 conference

Description: Request approval to attend the Language Matters conference being hosted in Billings, MT and is designed specifically to aid class 7 teachers across the state in providing CEU, discussions, and networking specific towards class 7 instructors, IEFA, and second language acquisition.

Financial Impact: \$950.40

Funding Source (Budget/grant, etc.): ILIP grant 115.90.374.2213.582.510

Attachment(s):

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 Robert Hall
Building BNAS

Employee #13839
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/15/25</u>	<u>8 HRS</u>	<u>SR</u>
<u>10/16/25</u>	<u>8 HRS</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 Language Matters Class 7 Conference (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 10/15/25

Return Date 10/16/25

Departure Time 8:00 am

Return Time 6:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage .70 x 692 = \$ 484.40

Per Diem \$17 + \$20 + 1day \$51 = \$88.00

☐ Registration PO# free =.
☐ Hotel PO# rq71398 = \$378.00
☐ Other PO# =
☐ Other PO# =

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

Sub Total \$950.40

Budget 115.90.374.2213.582.510 (100 %) \$950.40
() (%)

Check Total \$572.40

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

**Application for
Certified Professional Development Opportunity
Browning Public Schools
2025-2026**

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: Robert Hall

Job Title: BNAS Director

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

Requesting to attend the Language Matters Class 7 conference in Billings, MT. the conference is highly focused on Class 7 teachers to share and discover methods and information on language teaching and IEFA curriculum.

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

Building a network with other Indigenous language teachers in MT has potential benefits to our district in drawing pedagogy, relationships, inspiration, a hope from our neighboring tribal nations, Class 7 teachers, and IEFA instructors.

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.

Relationships with educators across the state of MT is critical to our mission with IEFA and has the potential to offer strength to our Blackfoot language goals through collaboration and sharing of methods.

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.

Share critical information with larger BNAS team through district meeting and share with the community and district through BNAS board reporting.

If this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses. Out of District 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 Supervisor. Both must be approved by the Board.

Signature

Date