

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: July 31, 2024



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**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

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**Date:**        6/9/24

**To:**            Rebecca Rappold  
                    Superintendent

**From:**        Jennifer Wagner  
**Title:**        Assistant Superintendent

**Subject: Travel: OPI Federal Programs E-Grant Tour 2024-2025**

**Description:** Request travel to attend the OPI Federal Programs E-Grant Tour in Helena, MT, July 25, 2024. Training will focus on the process of entering in data for the 2024/25 ESEA Consolidated applications.

**Financial Impact: \$283.60**

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

**Attachment(s):** Travel Request/Agenda

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**         N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

### Join with Google Meet

#### Meeting link

[meet.google.com/eoo-tufi-rup](https://meet.google.com/eoo-tufi-rup)

#### Join by phone

(US) +1 440-688-1020

PIN: 491134160

#### When CHANGED

Thursday Jul 25, 2024 · 8am – 4pm (Mountain Time - Denver)

~~Tuesday Jul 23, 2024 · 8am – 4pm (Mountain Time - Denver)~~

#### Location

Helena

[View map](#)

#### Guests

Rebecca Rappold - organizer

Jocko Parrent

Jennifer LaFromboise-Wagner

Sasheen Campbell

[View all guest info](#)

Reply for [jockop@bps.k12.mt.us](mailto:jockop@bps.k12.mt.us)

Yes

No

Maybe

More options

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

Employee Name Jennifer Wagner  
Building Administration

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>July 24, 2024</u>	<u>2 hrs</u>	<u>School Related</u>
<u>July 25, 2024</u>	<u>10 hrs</u>	<u>School Related</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 Federal E-Grants Tour (ESEA Application) (Attach Brochure/Agenda)

Location Helena Mt.

Departure Date July 24, 2024

Return Date July 25, 2024

Departure Time 3:00PM

Return Time 8:00 P.M.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage \_\_\_\_\_ = \$ 0.00

Per Diem 1 Day @ \$51+1D @ \$20 = \$ 71.00

Registration PO# \_\_\_\_\_ = \$ 0.00

Hotel PO# 59466 = \$212.60

Other PO# \_\_\_\_\_ = \$ 0.00

Other PO# \_\_\_\_\_ = \$ 0.00

**Sub Total \$283.60**

Budget 126.90.161.2213.582 (75 %) \$53.25

226.90.161.2213.582 (25 %) \$17.75

**Check Total \$71.00**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_