

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 04/30/2025



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**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

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**Date:**      04/14/2025

**To:**          Rebecca Rappold  
                    Superintendent

**From:**      Wayne Bull Calf  
**Title:**      Transportation Supervisor

**Subject:**   **In State Travel: Montana Association for Pupil Transportation (MAPT) 2024-2025**

**Description:** Request travel for Francis Wayne BullCalf to attend MAPT in Great Falls on 6-17-2025 to 6-20-2025. Required training hours for bus driving is 15 hours and will attend the Supervisor Class

**Financial Impact:** \$984.34

**Funding Source (Budget/grant, etc.):** 110 / 210-96-167-2700-582

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

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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

**2025 MAPT Conference  
Class Schedule**

Tuesday - June 17	Speaker	Class	TIME	Training Time			
Supervisor Summit ABC Rooms	MAPT/HAHN	Leadership & Operations 101, 102	2:00 - 6:30	4 hours	NOT ON ZOOM		
	Fee for class	Up-dates on Rules and Regs. for Supervisors	Break	4:00 - 4:30	NOT ON ZOOM		
Wednesday - June 18	Speaker	Class	TIME	Training Time	Zoom Time	ZOOM Class Time	
Class #W1 - B & C Rooms	MAPT Staff	1st Aid/CPR - 3 - 2 hour classes (25 students)	8:00 - 2:00	2	NOT ON ZOOM		
Class #W2 *Off-site*	MAPT Staff	Hands-On - Skill Testing Course	10:00 to 11:45	1.75	NOT ON ZOOM		
Class #W3 - Grand Ballroom	Ryan Hahn	Topic TBA	12:55 to 2:25	1.5	1.5	12:55 to 2:25	
Class #W4 - Grand Ballroom	Clark Wheeler	Railroad Safety	2:30 - 3:30	1	1	2:30 - 3:30	
Break			3:30 - 3:45				
Class #W5 - Grand Ballroom	MAPT Staff	School Bus Evac.	3:45 to 4:45	1	1	3:45 to 4:45	
BBQ - Off Site - Fairgrounds	I-State		5:15 - 6:30				
Vendor Show - Grand Ballroom			6:30 - 7:30				
* Class W2, OFF-SITE: You must take the shuttle bus from the Heritage Inn Lobby. The Buses depart at 9:30 a.m.							
Thursday - June 19	Speaker	Class	TIME	Training Time	Zoom Time	ZOOM Class Time	
Breakfast - ABC Rooms -			6:30 - 7:45				
Introductions to the Vendors	Grand Ballroom	7:45 to 8:00	MAPT President Welcome to Conference				
Class #T1 - Grand Ballroom	MAPT /OPI Staff	Kahoot's Knowledge Quiz	8:00 - 9:00	1	1	8:00 - 9:00	
Class #T2 - Grand Ballroom	MAPT Staff	Sex Trafficking	9:10 - 10:10	1	1	9:10 - 10:10	
Break \$50.00 Give-A-Way		BREAK	10:10 - 10:30				
Class #T3 - Grand Ballroom	Gray Ram	Physical Security of Bus Lots	10:30 - 12:00	1.5	1.5	10:30 - 12:00	
Lunch - ABC Rooms			12:00 - 12:40				
Assoc. Meetings (Grand Ballroom)	MSBDA	Contractors - (Room 201-upstairs)	12:40 - 1:10			NOT ON ZOOM	
Class # T - ZOOM	MAPT Staff	Video, TBA			0.5	12:45 - 1:10	
Class #T4 - Grand Ballroom	Gray Ram	Q & A -why we have more violence today	1:15 - 3:15	2	2	1:15 - 3:15	
Break \$50.00 Give-A-Way			3:15 - 3:35				
Class #T5 - Grand Ballroom	Ryan Hahn	Topic TBA	3:40 - 4:40	1	1	3:40 - 4:40	
Class #T6 - Grand Ballroom	Dr. Walter	Are YOU Physically Ready To Drive	4:45 - 5:45	1	1	4:45 - 5:45	
Awards Dinner- ABC Rooms			6:00 - 7:15				
BINGO - Grand Ballroom			7:30 - 9:00			NOT ON ZOOM	
Friday - June 20	Speaker	Class	TIME	Training Time	Zoom Time	ZOOM Class Time	
Breakfast - ABC Rooms			6:30 - 7:45				
Class #F1 KEYNOTE - Grand Ballroom	Gray Ram	Disability Awareness & Sensitivity Training	8:00 - 10:00	2	2	8:00 to 10:00	
Break \$50.00 Give-A-way			10:00 - 10:15				
Class #F2 - Grand Ballroom	MAPT STAFF	Round Table	10:15 - 11:30	1.25	1.25	10:15 to 11:30	
Business Meeting/Closing	Grand Ballroom	MT. DRIVE CERTIFICATE Drawing and \$50.00 Give-A-Way Drawing	11:30 - 12:00				
Lunch - ABC Rooms		Banquet Style for meals	12:00 - 1:00				
			Total hours	16.25	15	Zoom hours	

18.25 hrs with First Aid/CPR

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

Employee Name Francis Wayne BullCalf  
Building Transportation

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>-17,6-18,6-19,6-20</u>	<u>4,8,8,8</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 Montana Association for Pupil Transportation (Attach Brochure/Agenda)

Location Great Falls

Departure Date 6-17-2025

Return Date 6-20-2025

Departure Time 10:00am.

Return Time 4:00pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 254 @ .67 =\$170.18

Per Diem 3 days @ \$51 + \$17L =\$170.00

☒ Registration PO# \_\_\_\_\_ =\$285.00

☒ Hotel PO# \_\_\_\_\_ =\$359.16

☐ Other PO# Airfare =\$ 0.00

☐ Other PO# Luggage =\$ 0.00

**Sub Total \$984.34**

Budget 110 / 210-96-167-2700-582 (70/30 %) \$340.18

**Check Total \$340.18**

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

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

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