

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/12/26



- 
- 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:** 4/30/26

**To:** Rebecca Rappold  
Superintendent

**From:** Jocko Parrent  
**Title:** Fed Grants Compliance Specialist

**Subject: In State Travel: Mt Reads Summer Institute, Bozeman Mt, June 15, 2026.**

**Description:** Requesting approval for out of district for: Rebecca Rappold, Jennifer Wagner, Racquel LittlePlume, Stephanie Holton, Jessica Racine, Heidi DuBray, Sicily Bird, Angela HeavyRunner, John Salois, Sheila Hall, Sandi Campbell, Kari McKay, Cheryl Poitra, Brittney Burns, Charlie Speicher to attend the Summer Institute is a requirement for the Montana Reads Grant that will help support districts serving the highest percentages of disadvantaged students, building their capacity to accelerate literacy outcomes.

**Financial Impact: \$661.72 Per Person x 15=\$9,925.80**

**Funding Source (Budget/grant, etc.): 115.xx.423.2213.582.475**

**Attachment(s):**

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

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

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

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

Employee Name \_\_\_\_\_  
Building Admin/Bullshoe/BES/Napi/BMS/BHS/BHA/Childcare

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

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
June 15, 2026	10 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                              | 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 Agenda, Name, Location  
TRAVEL REQUEST. (If receiving payment for EX/SR leave please fill out entire form Completely)**

Conference/Workshop MT Reads Summer Institute (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date June 14, 2026

Return Date June 15, 2026

Departure Time 12:00 p.m.

Return Time 8:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 534 x \$0.70 = \$373.80

Per Diem 1D\$51 x 1D\$20 = \$71.00

Registration PO# \_\_\_\_\_ =N/A  
 Hotel PO# Gran Tree =\$ \$216.92  
 Other PO# Airfare =\$

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$ 661.72

Budget 115. .423.2213.582.4175 (100%)

**Check Total \$448.80**

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

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

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

29 APR, WED

6 MAY, WED

4pm (OPTIONAL) Early Literacy Series: Targeted Intervention and Community of Practice [https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F...](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F...)

MT Reads

Today < > June 2026

SUN 31

MON Jun 1

TUE 2

WED 3

THU 4

FRI 5

SAT 6

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Jul 1

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**MT Reads REQUIRED OPI Summer Institute**  
 Monday, June 15  
 Montana State University, 100, Culbertson Hall,  
 Bozeman, MT 59717, USA

[More details](#) [+ Copy to my calendar](#)