

Browning Public Schools **Board**
Agenda Request Meeting To Be
Held: 7/29/25



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: 7/7/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: Out of State Travel

Description: The Board of Trustees, Rebecca Rappold to attend the 2025 Fall NAFIS Conference in Washington, DC, 9/11/25 through 9/8/25.

Financial Impact: \$6,192.05 (est. each)

Funding Source (Budget/grant, etc.): Designated to appropriate travel budget

Attachment(s): Travel Request/Conference Agenda

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 _____
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
9/10/25	_____	_____
9/11/25-9/18/25	_____	_____

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 NAFIS Fall Conference 2025 (Attach Brochure/Agenda)

Location Washington, DC

Departure Date 9/10/25

Return Date 9/18/25

Departure Time 4:00 p.m.

Return Time 11:00pm

Transportation: ☒ Personal Vehicle

Mileage 254 x \$0.70=\$177.80

☐ District Vehicle

Per Diem 7dys @\$105 + 1-ISD \$20+B/LI \$31=\$786.00

☐ Professional Development

☒ **Registration** PO#64174 = \$679.00

☒ **Hotel** PO# _____ = \$3,333.88

☒ **Other** PO#Airfare = \$1,215.37

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$6,192.05

Budget

126.90.160.2320.582(70%)

\$4,334.44

226.90.160.2320.582(30%)

\$1,857.61

Check Total \$963.80

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____