

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



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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:** 9/17/25

**To:**   Board of Trustees  
          Browning Public Schools

**From:** Rebecca Rappold  
**Title:**    Superintendent

**Subject:** In State Travel: 2025 MCEL

**Description:** The Board of Trustees, Rebecca Rappold and Jennifer LaFromboise-Wagner to attend the 2025 MCEL Conference in Helena, MT, 10/15/25 through 10/16/25.

**Financial Impact:**Funding Source (Budget/grant, etc.): est. \$933.30 each

**Attachment(s):** Agenda

**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 Sample  
Building: Administration

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

**LEAVE REPORT**

<u>Date of Leave</u> <u>10/16/25-10/17/25</u> _____	<u>Hours</u> <u>16 Hr</u> _____	<u>Type of Leave</u> <u>SR</u> _____
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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 2025 MCEL Conference ..... (Attach Brochure/Agenda)**

Location Helena, MT

Departure Date 10/15/25

Return Date 10/16/25

Departure Time: 8:00 am

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle

Mileage: 344 X \$0.70 = \$240.80

☐ District Vehicle

Per Diem 2days @ \$51 = \$102.00

☐ Professional Development

☒ **Registration** PO = \$325.00

☒ **Hotel** PO# = \$265.50

☒ **Other** PO# Airfare = \$

**Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$933.30**

Budget 126.90.160.2320.582(70%) \$653.10

**Check Total \$342.80**

226.90.160.2320.582(30%) \$280.20

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

THANK YOU MCEL EDUCATION PARTNERS



# MCEL

Montana Conference of Education Leadership

Join us in Helena - October 15, 16, 17, 2025!

THANK YOU MCEL UNDERWRITERS



THANK YOU MCEL PLATINUM SPONSORS



## MCEL 2025 Schedule at a Glance

We're working through the schedule and updating it as changes occur.

If you haven't registered to attend - [click here!](#)

Make sure you download the MTSBA Events app

to have the specifics about each session.

**Wednesday,  
October 15, 2025 -  
Pre-Conference**

**Thursday, October  
16, 2025**

7:30 am - 4:00  
pm Registration - MTSBA  
Headquarters

**Friday, October 17,  
2025**

7:00 – 8:00 am –  
MSGIA/MTSUIP Membership  
Meeting and Breakfast - Great  
Northern Hotel Ballroom

**8:00 am - Noon** – MTSBA  
Board Meeting - MTSBA  
Headquarters #1

**Noon - 5:00 pm** – Registration  
- MTSBA Headquarters

**12:30 - 3:00 pm** – MTSBA  
Legal Services Pre-  
Conference - Legal Issues -  
MTSBA Headquarters Fourth  
Floor

**3:15 - 4:00 pm** – Official  
Release of the Great Work of  
Montana's Public Schools, Vol.  
XVI - - MTSBA Headquarters  
Fourth Floor

**4:00 - 5:00 pm** – MQEC Board  
Meeting - MTSBA  
Headquarters #1

**4:30 - 6:30 pm** – MASBO  
Board Meeting - Great  
Northern Hotel Iron Horse  
Room

**4:30 – 6:30 pm** – SAM Board  
Meeting/Dinner - SAM Office

*Subject to change*

**8:15 - 11:30 am** – Welcome -  
Awards - Opening Keynote -  
Helena Civic Center

**12:00 - 12:45 pm** - ISBC  
Board Meeting - Great  
Northern Hotel Iron Horse  
Room

**1:00 – 1:50 pm** – Clinic  
Session #1 - six concurrent  
breakout sessions - Great  
Northern Hotel and MTSBA  
Headquarters

**2:10 – 3:00 pm** – Clinic  
Session #2 - six concurrent  
breakout sessions - Great  
Northern Hotel and MTSBA  
Headquarters

**3:20 – 4:10 pm** – Clinic  
Session #3 - six concurrent  
breakout sessions - Great  
Northern Hotel and MTSBA  
Headquarters

**4:30 – 5:20 pm** – Clinic  
Session #4 - six concurrent  
breakout sessions - Great  
Northern Hotel and MTSBA  
Headquarters

**6:00 – 8:00 pm** – MCEL  
Welcome Reception -  
Sponsored by MREA & MCS -  
Everyone welcome - Great  
Northern Hotel Ballroom

*Subject to change*

**8:00 – 9:00 am** – MASBO  
Membership Meeting - MTSBA  
Headquarters #1

**8:00 – 9:00 am** – SAM  
Membership Meeting - Great  
Northern Hotel Iron Horse  
Room

**8:00 - 9:00 am** – MTSBA  
Delegate Assembly - MTSBA  
Headquarters Fourth Floor

**9:15 - 10:45 am** – Education  
Partner's Panel - Decennial  
Study - Great Northern Hotel  
Ballroom

**11:00 am - Noon** – CLOSING  
KEYNOTE - Great Northern  
Hotel Ballroom

*Subject to change*