

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 26, 2025



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

Date: March 19, 2025

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: In State Travel- GEAR UP Planning Meeting 2025-2026

Description: Request travel for Sandi Campbell, Kristy Calfrobe, Jennifer Wagner to attend the GEAR UP Planning Meeting in Helena, MT. Administration and Gear Up leader will use these days to plan for the 2025-2026 school year.

Financial Impact: \$332.48 ea

Funding Source (Budget/grant, etc.): [226.60.150.2410.582](#)

Attachment(s): Travel Request/Gear Up Schedule

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



GEAR UP Spring Planning Meeting 2025

Delta Colonial Hotel – 2301 Colonial Drive, Helena, Montana 59601

Sunday, March 30, 2025

GEAR UP practitioners and administrators arrive in Helena. Check in to lodging at Delta Colonial Hotel. Attendees will be notified of their lodging arrangements.

Monday, March 31, 2025

8:00 AM - 8:30 AM: Welcome Presentation – Breakfast Provided

8:30 AM – 10:00 AM: Working/planning session/topic presentation

10:00 AM – 10:15 AM: Break

10:15 AM – 12:00 PM: Working/planning session/topic presentation

12:00 PM – 1:00 PM: Keynote Speaker (TBD) – Lunch Provided

1:00 PM – 2:30 PM: Games for Learning Gains Training – Dr. Tricia Selfert, MSU Bozeman

2:30 PM – 2:45 PM: Break

2:45 PM – 5:00 PM: Games for Learning Gains Training – Dr. Tricia Selfert, MSU Bozeman

Tuesday, April 1, 2025

8:00 AM – 9:00 AM: Keynote Speaker (TBD) – Breakfast Provided

8:30 AM – 10:00 AM: Working/planning session/topic presentation

10:00 AM – 10:15 AM: Break

10:15 AM – 12:00 PM: Working/planning session/topic presentation

12:00 PM – 1:00 PM: Keynote Speaker (TBD) – Lunch Provided

1:00 PM – 2:30 PM: Working/planning session/topic presentation

2:30 PM – 3:45 PM: Break

3:45 PM – 5:00 PM: Working/planning session/topic presentation

Wednesday, April 2, 2025

8:00 AM – 9:00 AM: Keynote Speaker (TBD) – Breakfast Provided

8:45 AM – 10:00 AM: Working/planning session/topic presentation

10:30 AM – 10:45 AM: Break

10:45 AM – 12:00 PM: Working/planning session/topic presentation

12:00 PM – 12:30 PM: Closing Remarks/Conclusion

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request
Building Browning High School

Employee # _____
Substitute Name N/A

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>March 31, 2025</u>	<u>8 hrs</u>	<u>School Related</u>
<u>April 1 & 2</u>	<u>16 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 Gear Up Spring Planning Meeting 2025 (Attach Brochure/Agenda)

Location Helena, Montana

Departure Date March 30, 2025

Return Date April 2, 2025

Departure Time 12:00 P.M. Noon

Return Time 1:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 344 @.67 =\$230.48

Per Diem 3 days @ \$51 =\$153.00

☐ Registration PO# _____ =\$ 0

☐ Hotel PO# _____ =\$ 0

☐ Other PO# _____ =\$ 0

☐ Other PO# _____ =\$ 0

Sub Total \$ 332.48

Budget (%) _____
 (%) _____

Check Total \$ 332.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____