

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/28/24



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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:**      8/23/24

**To:**          Rebecca Rappold  
                    Superintendent of Schools

**From:**      Robert Hall  
**Title:**      Blackfeet Language/NAS Director

**Subject:**   **Tour of Saskatoon Farm in Alberta, Canada**

**Description:** BPS received a MT-PECH Grant (Montana Partnership to End Childhood Hunger), to plant traditional berries shrubs on our BPS properties. A team of teaching staff will be getting students/materials prepared fall and winter, planting will take place in the spring. We will tour the saskatoon farm to get familiar with planting and harvesting techniques; *staff attending the trip: Sonya Gobert, Jimi Lunak, Abigail Marshall, Greg Klauk, Kami Wellman, Lea Whitford, Jennifer LaFromboise-Wagner. Staff will be given SR leave using grant funds for travel costs*

**Financial Impact:** \$105.00 ea (plus transportation costs)

**Funding Source (Budget/grant, etc.):** MT PECH grant 115-90-160-2213-582-657

**Attachment(s):** Travel Request/Grant Budget

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

**Comments:** We are waiting for the budget. \_\_\_\_\_

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

<b>Budget Request: 2023</b>			
CATEGORY	BUDGET REQUEST DESCRIPTION	ESTIMATED COST OF ITEM	Reason for adjustment
	100 berry bushes for planting @ BPS & Community	\$3000	
	300 stakes for windbreaks around each bush	\$360	
	Burlap wrap for each bush to help Prevent wind damage	\$1,200	
	Cedar stakes for additional wind protection & soil acidification for Each plant	\$334	
	Cedar mulch for each bush for moisture retention and added soil acidification	\$800	
	Meals for 100 student planters and Elder assistants	\$1,500	
	<b>TOTAL:</b>	<b>\$8,694</b>	

<b>Budget Request: 2024/25 @ BPS Traditional Berry Project</b>			
CATEGORY	BUDGET REQUEST DESCRIPTION	ESTIMATED COST OF ITEM	Reason for adjustment
<b>Supplies</b>	100 + berry bushes, berries stakes, burlap, mulch, shovels, gardening supplies,	\$4994	
<b>Equipment</b>	<b>Rototiller(s)</b>	<b>\$1000</b>	<b>Equipment need to assist with planting</b>
<b>Travel out of district</b>	<b>Visit the Saskatoon Farm in Alberta Canada</b>	<b>\$1200</b>	<b>To allow the staff to see how the Saskatoon Farm setup for planting &amp; harvesting (planning purposes)</b>
<b>Contracted Prof/Educ</b>	Elders/community members	\$1500	
	<b>TOTAL:</b>	<b>\$8,694</b>	

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

Employee Name \_\_\_\_\_

Employee # \_\_\_\_\_

Building \_\_\_\_\_

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
9/11//2024	9	SR
_____	_____	_____

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/SRExtra-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 Tour the Saskatoon Farm in Alberta Canada (Attach Brochure/Agenda)

Location Foothills County Alberta Canada

Departure Date 9/11/24 Return Date 9/11/24

Departure Time 7am Return Time 5 pm

Transportation: Personal Vehicle Mileage \$0.00  
 District Vehicle Per Diem 1 day @ \$105.00

- Registration PO# \_\_\_\_\_ = \$ - 0.00
- Hotel PO# \_\_\_\_\_ = \$ - 0.00
- Other PO# \_\_\_\_\_ = \$ - 0.00
- Other PO# \_\_\_\_\_ = \$ - 0.00

**Sub Total \$105.00**

Budget \_\_\_\_\_ (%)

**Check Total \$105.00**

\_\_\_\_\_ (%)

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_