

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/10/25



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: 6/3/25

To: Rebecca Rappold
 Browning Public Schools

From: Jennifer Wagner
Title: Asst. Superintendent

Subject: Out State Travel: NCC Education Conference-Gear Up 2025-2026

Description: Request for out of state travel for Jennifer Wagner & Kristy Calf Robe to attend the National Council for Community and Education Partnerships Conference in San Francisco, CA July 13-17 by the state GEAR UP team. The team has already purchased registration, motel and round -trip flights. Upon completion of travel a district reimbursement form for costs of baggage, mileage to and from airport, airport parking, uber/taxi to/from airport to conference hotel, and eligible meals will be sent to GEAR UP.

Financial Impact: \$659.18 each

Funding Source (Budget/grant, etc.): JW 126/226.90.160.2320.582/KC 226.60.150.1000.582

Attachment(s): Travel Request/Award Letter

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

Comments: _____

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

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample
Building Browning High School

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7/14-7/17</u>	<u>40Hrs</u>	<u>SR</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 NCCEP Conference (Attach Brochure/Agenda)

Location San Francisco, CA

Departure Date 5/13/25

Return Date 5/17/25

Departure Time 7:00 am

Return Time 6:30pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 254 X \$0.67=\$170.18

Per Diem 3dys@105+IS\$34+OS\$140=\$489.00

☒ **Registration** PO#Paid via GU=.\$ 0

☒ **Hotel** PO#Paid via GU =.\$ 0

☒ **Other** PO#AirlinePaid via GU=.\$ 0

☐ **Other** PO# _____ =.\$ 0

To be reimbursed: taxi/uber/baggage receipts

Sub Total \$659.18

Budget 126/226-90-161-2320-582 (70/30 %) \$461.43/\$197.75
226-60-150-1000-582 (100 %) \$659.18

Check Total \$659.18

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

5/20/25, 12:04 PM

Browning Public Schools Mail - 2025 NCCEP Annual Conference Application Award



Jennifer LaFromboise-Wagner <jenniferl@bps.k12.mt.us>

2025 NCCEP Annual Conference Application Award

3 messages

Troyer, Jake <jtroyer@montana.edu>
To: "jenniferl@bps.k12.mt.us" <jenniferl@bps.k12.mt.us>
Cc: "Kilgour, John" <jkilgour@montana.edu>

Fri, Apr 25, 2025 at 2:12 PM

Hello Jennifer,

We are pleased to inform you that your application to attend the National Council for Community and Education Partnerships (NCCEP) Conference in San Francisco, July 13-16, has been approved. We are excited to have you attend this conference!

Since this is a Montana GEAR UP-sponsored professional development opportunity, none of the travel costs will be paid out of your local GU budget. The state team will directly pay for your flight, hotel, and conference registration. Your district is also eligible to receive reimbursement for up to one checked bag on each flight, eligible per diem for meals not provided at the conference, mileage to and from your local airport, parking at your local airport, and Uber/taxi transportation between the San Francisco airport and the conference hotel. Mileage and per diem will be reimbursed at the current approved Montana state rates at the time of travel. Upon completion of your travel, our team will work with you to complete a district reimbursement form for these costs.

Anticipated travel dates are July 12-17. Based on your location in Browning, we anticipate that the Great Falls International airport will be most convenient and cost-effective for you. We will make a hotel reservation for you for the dates of July 12 through July 16. We will schedule a meeting with you soon to discuss flight options, answer any questions you may have, and finalize your travel plans.

Please reach out in the meantime with any questions.

Thank you!

Jake

Jake Troyer

Communications Manager

Montana GEAR UP

Office of the Commissioner of Higher Education

Montana University System

jtroyer@montana.edu | (406) 449-9142

www.mus.edu/gearup





Jennifer LaFromboise-Wagner <jenniferl@bps.k12.mt.us>

Fwd: NCCEP Conference Application Award

1 message

Kristy CalfRobe <kristyc@bps.k12.mt.us>
To: Jennifer LaFromboise-Wagner <jenniferl@bps.k12.mt.us>

Tue, May 20, 2025 at 4:17 PM

----- Forwarded message -----

From: Troyer, Jake <jtroyer@montana.edu>
Date: Fri, Apr 25, 2025 at 2:09 PM
Subject: NCCEP Conference Application Award
To: kristyc@bps.k12.mt.us <kristyc@bps.k12.mt.us>
Cc: Kilgour, John <jkilgour@montana.edu>

Hello Kristy,

We are pleased to inform you that your application to attend the National Council for Community and Education Partnerships (NCCEP) Conference in San Francisco, July 13-16, has been approved. We are excited to have you attend this conference!

Since this is a Montana GEAR UP professional development opportunity, none of the travel costs will be paid out of your local GU budget. The state team will directly pay for your flight, hotel, and conference registration. Your district is also eligible to receive reimbursement for up to one checked bag on each flight, eligible per diem for meals not provided at the conference, mileage to and from your local airport, parking at your local airport, and Uber/taxi transportation between the San Francisco airport and the conference hotel. Mileage and per diem will be reimbursed at the current approved Montana state rates at the time of travel. Upon completion of your travel, our team will work with you to complete a district reimbursement form for these costs.

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Please reach out in the meantime with any questions.

Thank you!

Jake

Jake Troyer
Communications Manager
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