

Browning Public Schools
Board Agenda Request
Meeting To Be Held:8/26/25



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: 8/21/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: Out of State Travel: NAFIS Fall Conference 2025-2026

Description: HS Senior students, Aiyahna Green and Keesha Guerrero-Gobert, have been invited to attend the 2026-2026 Fall NAFIS Conference with the Superintendent and School Board in Washington, DC, depart September 9/10/25 and return 9/17/25.

Financial Impact:Funding Source (Budget/grant, etc.): \$5,846.80 Est.

Attachment(s): 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>
<u>9/11-9/17/25</u>	<u>56 hrs</u>	<u>SR</u>
<u>9/18/25</u>	<u>2 hrs</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 Agenda, Name, Location TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form**

completely) Conference/Workshop NAPFIS Fall Conference 2025 (Attach Brochure/Agenda)

Location Washington, DC

Departure Date 9/10/25

Return Date 9/17/25

Departure Time 4:00p.m.

Return Time 10:00 am

Transportation: ☒ Personal Vehicle
☐ District Vehicle

Mileage 254 x \$0.70 = \$177.80

Per Diem 7dys @ \$105+1ISD \$20+ ISB \$14
= \$769.00 ☐ Professional Development

☒ Registration PO# _____ = \$700.00

☒ Hotel PO# _____ = \$3,500.00

☒ Other PO# Airfare = \$700.00

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total **\$5846.80**

Budget 126.90.161.2213.582 (70 %)

\$4,902.76

226.90.161.2213.582 (30 %) \$1,754.04

Check Total \$886.80

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site